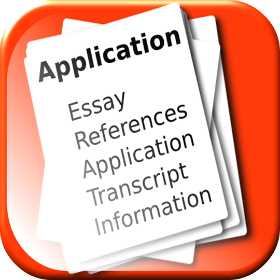
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**College Resource Handbook**

**The who, what, when, and why**

**of the college admissions process**



**Ingraham High School**

Written & Compiled by: IHS

College & Career Specialists

\*Thanks to Issaquah High School for the use of their handbook!\*

**Helping students plan for high school & beyond!**

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Also check out

Ingraham High School Counseling Website:

[Find things like:](http://ingrahamhsseattleschoolsorgmodul.weebly.com/)

* Letter of Recommendation Request Forms
* Transcript Request form
* Scholarship Opportunities
* College Visit Calendar
* PE waivers
* A digital copy of this handbook

# Welcome to the IHS College Resource Handbook

This handbook is a resource as you begin the process of planning and exploring college choices. Should you attend a technical school, 4-year school, community college or pursue an apprenticeship? There are many options to choose from. Post high school education is not a one size fits all experience! Your job is to choose the path that is right for YOU!

Ingraham High School

This is your process! Don’t get caught up in what everyone else plans to do, or the media frenzy surrounding the college admissions process. Be cautious about college rankings – they oversimplify and mislead! In this handbook we’ve included ideas to help you get focused and to discover what is important to you.

It is never too early to begin your search. Exploring different options through websites is one way to begin. As a junior, you should put together a list of choices and begin visiting campuses. Your list should include one or two safety schools – schools you could apply and be accepted to, one or two reach schools – a reach school you love to go to, but are not sure you would be accepted to, and one or two likely schools that seem to be a natural fit.  **In most cases your “final” list should consist of four to six schools.**

Browse through this handbook for information regarding testing (SAT vs. ACT), applications, essay writing, scholarships, financial aid and much more.

Additional resources including a fully hyperlinked version of this handbook, forms and IHS paperwork are located on the [IHS Counseling website](http://ingrahamhsseattleschoolsorgmodul.weebly.com/).

# http://www.angellfoundation.org/uploads/image/Featured%20Grantees/College%20Bound.jpgFactors to consider when choosing a college

**ACADEMICS**

* What is the average class size? Largest? Smallest?
* How many students in last year’s freshman class returned for their sophomore year?
* What was the grade point average for the freshman class last year?
* What is the college’s procedure for student orientation and scheduling?
* How much reading, writing, class participation is expected?
* How is a faculty advisor assigned to students?
* What service does the school offer for the student who is undecided about a major?
* How many students complete a degree? In what majors?
* Are students taught by full time faculty members, graduate assistants, or a combination of both?
* What types of additional services are provided by the school at no additional cost to the student (e.g. tutoring, career and personal counseling, developmental reading and study skills workshops, job placement)?
* Is there an honors program? What are the qualifications for entry?
* What is the average number of years it takes for students to graduate?
* What is the process for declaring/being accepted into a major?
* What is the profile of those accepted into their major vs. another college?

**ADMISSION REQUIREMENTS**

* What high school courses are required?
* Are entrance tests required? Which ones? What scores are acceptable?
* Is a certain grade point average or class rank required?
* Will my activities and school involvement be considered?
* Is there an essay to apply?
* Are there personal interviews or letters of recommendation required?
* Do certain majors have special requirements?
* What percent of applicants are accepted?
* When are applications due?
* What is the school’s early action/early decision and deferment policies?

**COLLEGE CHARACTERISTICS**

* Where is the college located (city, suburb, small town, rural setting)?
* What is the surrounding community like?
* Is the college public, private, church affiliated?
* What is the current student enrollment?
* What special or unique programs are offered?
* Does the college have general education or course distribution requirements?
* What is the academic calendar (semesters, quarters)?
* What is the extent of their accommodations for students with disabilities?

**COST**

* What is the cost of attendance? Tuition, room and board? Other fees? Use the *Net Price Calculator* on each college’s website.
* How much did costs increase from last year to this year?
* Is there a difference in the costs for in-state and out-or-state students?
* Are accepted students required to place deposits for tuition and housing? Are these refundable?
* Is the public college or university you’re considering part of the Western Undergraduate Exchange (WUE)? Go to <http://wue.wiche.edu> to see participating institutions and if you qualify for a reduced tuition rate.

**FINANCIAL AID**

* What percent of students receive need-based financial aid?
* What percent of students receive scholarships based on academic ability (merit money)?
* What would be a typical financial aid package for a freshman?
* What percent of those who apply for financial aid receive it?
* Will my financial aid be adjusted if my need increases?
* What are the financial aid application procedures and deadlines?
* When are financial aid applicants notified of their awards?
* How long do they have to respond? Is there a tuition payment plan?
* Are there campus jobs available? Are there off campus jobs as well?
* How do I find out if I qualify for the work/study program?

**SOCIAL LIFE**

* What is the average age of the student body?
* What is the male to female ratio?
* What percent of students reside on campus? Are freshman required to live on campus?
* Are dorms co-ed or single sex?
* Do students leave campus on the weekends?
* What are the procedures for selecting a roommate?
* What are some of the rules and regulations that govern campus and dormitory life?

**STUDENT POPULATION**

* Where do the majority of students come from?
* Do most of the students commute or live on campus?
* What types of student activities are there? Are sororities and fraternities on campus?
* What athletic programs are available?
* Is the surrounding community supportive of the college?
* Does the college have a campus visitation program?
* Is housing available/guaranteed for freshman? Is it available for all four years?
* Community service opportunities?







# College Timeline

| 4 year colleges | 2-year schools | Technical | http://i38.tinypic.com/2ij19v.jpg  **Before Senior Year** |
| --- | --- | --- | --- |
| 🗹 | 🗹 | 🗹 | Discuss with your parents school costs. Make a realistic plan of college costs. Use the [FAFSA4caster](https://fafsa.ed.gov/FAFSA/app/f4cForm?execution=e1s1) to determine aid eligibility. EVERYONE needs to sign up for FAFSA so you can be eligible for grants and other scholarships- NOT JUST FOR LOANS. |
| 🗹 | 🗹 | 🗹 | Spring of your junior year sign up for the ACT with writing and/or the SAT Reasoning. ***Sign up for SAT subject tests only if your applications require them***. |
| 🗹 | 🗹 | 🗹 | Schedule college visits |
| 🗹 | 🗹 | 🗹 | Begin preparing your personal essay and High School Resume |
| 🗹 | N/A | N/A | Ask your teachers if they will be willing to write you a letter of recommendation for your college applications. **You do not need letters of recommendation for public in-state schools.** |
| 🗹 | 🗹 | 🗹 | Get an appropriate e-mail address to use on all your college applications & correspondence (Ex. Firstname.lastname@\_\_\_\_\_\_.com) |
| **Mark your calendars, pre-register & plan to attend:**  [**National College Fair(NACAC)**](http://www.nacacnet.org/Pages/default.aspx)  [**Seattle Performing & Visual Arts College Fair**](https://www.gotomypvafair.com/Registration/EventSelectForState?stateName=All) | | | |
| **September / October Senior Year** | | | |
| Check the [Counseling Center website](http://ingrahamhsseattleschoolsorgmodul.weebly.com/) throughout the fall -- Attend college visits by admission representatives at IHS and in the community. This is your opportunity to meet and ask questions of the admission representative who may later read your application. | | | |
| 🗹 | 🗹 | 🗹 | Create a final list of colleges to apply to. |
| 🗹 | 🗹 | 🗹 | Begin applications on-line. Many colleges have them available in September |
| 🗹 | 🗹 | 🗹 | Develop your personal essay. You may do a practice essay in your senior English courses. Essay prompts are unique to each application. Check if supplemental essays are also required. |
| 🗹 | 🗹 | 🗹 | Approach your teachers for Letter of recommendations (may be necessary for private colleges or scholarships - ***not required for public in-state schools).* Counselors ask for 3 weeks notice, teachers would appreciate it too!** |
| 🗹 | 🗹 | N/A | Prospective College Athletes: Information /registration on eligibility to play sports at Division 1, 2 or 3 schools. Go to: [NCAA Eligibility](https://web1.ncaa.org/eligibilitycenter/common/) If you have not already done this in your Junior year, you must fill out an eligibility form |
| 🗹 |  |  | Early Decision/Early Action Deadlines-many happen in late October. Early decision can be binding, read applications carefully. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 🗹 | | 🗹 | | 🗹 | Check the internet for scholarships and contact colleges to which you are applying for financial assistance. Check the Scholarship postings through the Counseling Center Link. Register with [www.fastweb.com](http://www.fastweb.com) and [www.theWashBoard.org](http://www.theWashBoard.org) |
| 🗹 | | N/A | | N/A | Some select private institutions require a CSS Profile application to be considered for their scholarships. Go to [www.collegeboard.com](http://www.collegeboard.com) for an on-line application, fees apply |
| 🗹 | | N/A | | N/A | Set a goal to work on and complete your applications in November. Submit to schools by Thanksgiving to get the earliest priority for registration and housing. |
|  | |  | |  |  |
| **October/November** | | | | | |
| 🗹 | | 🗹 | | 🗹 | On-line application for the FAFSA (**F**ree **A**pplication for **F**ederal **S**tudent **A**id) begins October 1st  [www.fafsa.ed.gov](http://www.fafsa.ed.gov) Complete in October for best outcome. |
| 🗹 | | 🗹 | | 🗹 | Private college applications with January deadlines must be to the counseling center by December 1st to guarantee processing before the holiday break. |
|  | |  | |  |  |
| **January** | | | | | |
| 🗹 | | 🗹 | | 🗹 | Check your mail and e-mail, offers of admission may start arriving for students who applied early. Check your junk mail folder; some items may end up there. |
| 🗹 | | N/A | | N/A | There is still time for college visitations if you haven’t done so. Schedule an overnight stay in the dorms for a full college experience. |
| 🗹 | 🗹 | | 🗹 | Carefully read and respond promptly to all correspondence received from the colleges to which you have applied. |
| 🗹 | 🗹 | | 🗹 | Financial aid deadlines are usually February 15 to April 15, check with your college. You must have completed the FAFSA (**F**ree **A**pplication for **F**ederal **S**tudent **A**id) to receive financial aid; grants, loans, work study, etc. |
| 4 year college | 2 year schools | | Technical | **February/March** |
| n/a | 🗹 | | 🗹 | Apply on-line to 2 year community and technical college |
| **April** | | | | |
| 🗹 | | 🗹 | 🗹 | Most colleges notify students of admission (admitted, waitlisted or denied) and financial aid status by April 15th. |
|  | |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **May/June** | | | |
| **It’s Decision Time - May 1st National Decision Day**  **All students need to accept an admission offer from one school!** | | | |
| 🗹 | N/A | N/A | ***Notify all other colleges*** you were accepted to that you have chosen another school and are declining their offer of admission.  *Your college acceptance is provisional until official final transcript is received.* |
| 🗹 | 🗹 | 🗹 | **All seniors** Need to let your counselors know what scholarships/awards you’ve received for Senior Awards night. Also fill out a senior exit survey. |

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

**Note:** Young men who turn 18 must register with the Selective Service within 30 days of their birthday. Register on-line at: <http://www.sss.gov>

**Top 10 reasons to register for the Selective Service** when you turn 18:

1. It’s the law.
2. It keeps you eligible for a driver’s license.
3. It keeps you eligible for gov’t jobs.
4. Really, it’s the law.
5. It keeps you eligible for college loans.
6. Did we mention it’s the law?
7. It keeps you eligible for job training.
8. Girls like guys . . . with jobs.
9. It only takes a couple minutes
10. It’s the law.

# THE EDUCATION CONSERVANCY

**WE ADMIT…GUIDANCE FROM THOSE WHO DO**

Applying to college does not have to be overwhelming! The following principles and guidelines can help make the college admission process more manageable, more productive, and more educationally appropriate. This guidance is offered by the Education Conservancy, a group of admission professionals committed to calming the ***commercial frenzy*** by affirming educational values in college admission.

**Principles**

* These guiding principles are relevant for parents, students, counselors, and admission deans:
* Education is a process, not a product. Students are learners, not customers. The benefits and predictors of good education are knowable yet virtually impossible to measure.
* Rankings oversimplify and mislead.
* A student’s intellectual skills and attitude about learning are more important than what college a student attends.
* Educational values are best served by admission practices that are consistent with these values.
* College admission should be part of an educational process directed toward student autonomy and intellectual maturity.
* Colleges can be assessed, but not ranked. Students can be evaluated, but not measured.
* Students’ thoughts, ideas, and passions are worthy to be engaged and handled with utmost care.

**Student Guidelines**

An admission decision, test score, or GPA is not a measure of your self‐worth. And, most students are admitted to colleges they want to attend. Knowing this, we encourage you to:

* Be confident! Take responsibility for your college admission process. The more you do for yourself, the better the results will be.
* Be deliberate! Applying to college involves thoughtful research to determine distinctions among colleges, as well as careful self‐examination to identify your interests, learning style and other criteria.
* Plan to make well‐considered applications to the most suitable colleges. This is often referred to as “making good matches.”
* Be realistic and trust your instincts! Choosing a college is an important process, but not a life or death decision. Since there are limits to what you can know about colleges and about yourself, you should allow yourself to do educated guesswork.
* Be open‐minded! Resist the notion that there is one perfect college. Great education happens in many places.
* Use a variety of resources for gathering information. Seek advice from those people who know you, care about you, and are willing to help.
* Be honest; be yourself! Do not try to game the system.
* Resist taking any standardized test numerous times (twice is usually sufficient)!
* Limit your applications to a well‐researched and reasonable number. **No more than six** should be sufficient, except in special cases!
* Know that what you do in college is a better predictor of future success and happiness than where you go to college.

**Parent Guidelines**

An admission decision, test score, or GPA is not a measure of a student’s worth. And, parents should always be mindful of the behavior they are modeling for their children. Knowing this, we encourage you to:

* Recognize that gaining admission to college is merely one step in a process of education that will include your student attending a college where she or he can maximize talents and growth. Emphasize the education.
* Resist doing for your students what they are capable of doing for themselves. Allow your child to take responsibility for his or her own part of the college application process. Be involved in the process, but do not try to control it.
* Resist relying on rankings and college selectivity to determine the most suitable colleges for your child.
* Realize that researching, selecting, and applying to colleges does not have to be an expensive process.
* Resist attempts to turn the process into a status competition. Develop a healthy, educationally based, and family‐appropriate approach to college admissions.
* Gaming the system may not only diminish your child’s self‐confidence, it may also jeopardize desired admission outcomes.
* Listen to, encourage, and believe in your child. Do not use the term “we” as in “we are applying to….”
* Discuss the idea of education as an ongoing process, and how selecting a college might be different from buying a product.
* Love them enough to let them demonstrate the independence you have instilled in them.
* Keep this process in perspective. Remember that student skills, self‐confidence, curiosity, and desire to learn are some of the most important ingredients in quality education and successful college admissions. Do not sacrifice these by overemphasizing getting into the “best” college.

This guidance is offered by the following veteran admission professionals:

|  |  |
| --- | --- |
| Phillip Ballinger, University of Washington | Brad MacGowan, Newton North High School |
| Stephanie Balmer, Dickinson College | Bonnie Marcus, Bard College |
| Michael Beseda, St. Mary’s College-California | David McDonald, Western Oregon University |
| Jeff Brenzel, Yale University | Mark C. Moody, Colorado Academy |
| Jennifer Delahunty, Kenyon College | James Nondorf, University of Chicago |
| J. Antonio Cabasco, Whitman College | Marty O’Connell, Colleges That Change Lives |
| Sean Callaway, Pace University | Bruce Poch, Pomona College |
| Sidonia Dalby, Smith College | Jon Reider, San Francisco Univ. High School |
| Doris Davis, Cornell University | Jeff Rickey, Earlham College |
| Melissa Ewing, The Bush School | Kristine Sawicki, Reed College |
| Bill Fitzsimmons, Harvard Univesity | Stuart Schmill, Massachusetts Institute of Technology. |
| Erica Johnson, Lewis & Clark College | Michael Sexton, Santa Clara University |
| Maria Laskaris, Dartmouth College | Jim Sumner, Grinnell College |
| Matthew Malatesta, Union College | Steven Syverson, Lawrence University |



**COLLEGE FAIRS - Mark your calendars, pre-register & plan to attend:**

[National College Fair (NACAC)](https://www.gotomyncf.com/Registration/EventSelectForState?stateName=All): WA State Convention Center (FALL)

[Seattle Performing & Visual Arts College Fair](https://www.gotomypvafair.com/Registration/EventSelectForState?stateName=All): Fisher Pavilion in (FALL)

**COLLEGE VISITS AT INGRAHAM HIGH SCHOOL:**

Each fall approximately 50+ colleges visit our IHS campus. This is an excellent opportunity for students to ask questions and meet admission representatives from colleges. The visit schedule is on our website, posted on campus, and sent out in our daily bulletin. See our website for specific rules about attending college visits. Students are responsible for things they miss in class to go to a college visit, and they should stay in class for projects, presentations, quizzes and exams.

Fact in 2012

**THE COLLEGE CAMPUS VISIT**

**WHY SHOULD I VISIT A COLLEGE CAMPUS?**

* Visiting the campus lets you get a firsthand view of a college and it is fun!
* Find out, "Is this college right for me?"

**HOW SHOULD I PREPARE FOR MY CAMPUS VISIT?**

* Research a number of colleges to determine which you would like to visit.
* Determine the best time for you and your family to visit the campus.
* Contact colleges to schedule your visit (many colleges have preview days for future students, check their websites), take advantage of many aspects of a campus visit program: campus tour, classroom visit, information session, interview, appointments with important people on campus (financial aid, coaches, faculty, students, and staff), and overnight stays in student housing.
* Make sure to mention any necessary accommodations or special interests that you have.

**WHAT SHOULD I BRING TO THE CAMPUS VISIT?**

* Confirmation materials and campus map, camera, notebook and pen, academic transcripts, high school resume, list of important questions and expectations, appropriate clothing, and toiletries (if staying overnight)

**WHAT SHOULD I DO DURING MY VISIT?**

* Look at flyers and posters around campus to get a sense of campus life.
* Pick up a copy of student and local newspaper.
* Gather business cards and contact information of staff and faculty you meet.
* Sample campus dining.
* Strike up spontaneous conversations with random students on campus.
* Do not limit your visit to just the campus; check out the local surroundings.
* There is no such thing as a silly question. When in doubt, always ask.
* Visit the campus when classes are in session.
* Send thank you card to admissions and other staff you met with.

**Questions for your Visit**

**Read the College’s Mission Statement**

**Think about how closely they match your goals**

**WHAT SHOULD I DO AFTER MY VISIT?**

* Write down your observations, reflections, and impressions of your visit as soon as possible.
* Make a list of follow up questions and contact appropriate college personnel to get answers.
* Is a follow up visit necessary?

**Academic fit**

* Does this college have the academic program that I am interested in?
* How difficult will it be for me to get into my major? Is that process competitive?
* Are there a lot of students in my chosen academic program?
* What are graduates in the selected academic program doing now?
* How many students go on to graduate school?
* Does the teaching and learning style appeal to me?
* What is the average class size, student to faculty ratio?
* Is the teaching done by professors or teaching assistants?

**Campus and residence life**

* What is the campus meal plan like? Are there choices for people with special diets, vegetarian, gluten free, etc?
* What is the social scene like? What kinds of activities are planned by the college?
* How would you describe the security of the campus?
* Is there ample space in the dorms or does there seem to be a housing crunch? How many students are residents/commuters?
* What is the makeup of the current freshman class? Is the campus fairly diverse?
* What are the recreational facilities, library, and computer center like?
* What are the public transportation/parking options like?

**Admission and application process**

* Can you describe the application review process for me?
* What type of student is the college looking for?
* What type of student succeeds at your college/university?
* What percentage of applicants is accepted?
* What are the application deadlines, fees?
* What tests do I have to have (SAT, ACT with writing, SAT Subject Test)?

**Student support services**

* How available are faculty members to me? Is there tutoring available?
* If I need it, where can I go to get academic assistance?
* How are special accommodations arranged?

**Financial aid**

* What is the average financial aid package for incoming students?
* What scholarships does the college offer?

**Overall:** Do I feel welcome and at home here? Look at the students you see on campus, do you believe you will fit in? Is this what I pictured my college experience to be?

# 

# The College Entrance Tests

**vs.**

# What Washington Colleges are looking for?

### 

### University of Washington Admission Policy – Holistic Review

Fall 2016 Profile - Seattle campus

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Admissions** | **Applied** | **Admitted** | **Admit Rate** | **Enrolled** |
| **Freshman** | 43,527 | 19,730 | 45% | 6,455 |
| **Admitted Freshman (middle 50%)** | | **GPA** | **ACT** | **SAT (Math+CR+WR)** |
|  | | 3.66 - 3.94 | 26 - 32 | 1690 - 2010 |

Fall 2016 Profile - Bothell campus

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Admissions** | **Applied** | **Admitted** | **Admit Rate** | **Enrollment (projected)** |
| **Freshman** | 3,136 | 2,507 | 80% | 800 |
| **Admitted Freshman (middle 50%)** | | **GPA** | **ACT** | **SAT (Math+CR)** |
|  | | 3.44 | 23 - 26 | 1120 - 1260 |



**Academic Performance & Preparation** – The UW looks at many factors in reviewing applications for admission. It should be understood that academic preparation and performance are primary. Indicators of preparation and preparation include:

* An overall strong level of academic achievement as demonstrated by rigor of curriculum, GPA, standardized test scores and academic distinctions
* Enrollment in core subjects **beyond the minimum required** for college entrance (*Core subjects are English, Math, Science, Social Studies, and Foreign Language).*
* Taking advantage of college preparatory courses during high school, such as Advanced Placement (AP), International Baccalaureate (IB), Running Start, or College in the High School
* Taking a rigorous course load including senior year
* Demonstrating a positive grade trend
* Demonstrating habits associated with independent intellectual grown such as self-guided reading, engagement with other culture, or research activities.

**Personal Achievements and Characteristics –** In addition to academic preparation and performance, personal achievements and characteristics can also indicate a promise to benefit from and contribute to the UW. Those include:

* Demonstrating a commitment to community service and leadership
* Exercising significant responsibility in a family, a community, employment or through activities
* Attaining a college-preparatory education in the face of significant personal adversity, economic disadvantage, or disability.
* Demonstrating cultural awareness or unique perspectives or experiences
* Demonstrating notable tenacity, insight, originality, or creativity.

### 



### Western Washington University Admissions Policy – Holistic Review

Fall 2014 Profile

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Admissions** | **Applied** | **Admitted** | **Admit Rate** | **Enrollment** |
| **Freshman** | 10,519 | 8,743 | 83% | 14,592 |
| **Admitted Freshman (middle 50% of admits)** | | **GPA** | **ACT** | **SAT (ERW+Math)** |
|  | | 3.27 - 3.81 | 23 - 29 | 1100 - 1290 |

**Admission Criteria: Academic achievement is the most significant factor in the application review. Curricular rigor (level and difficulty of courses), grade trends**, Western wants curious, resilient, hardworking scholars; focused on building a successful life and career for themselves, and a strong futures for their families and community.

* Take coursework beyond minimum core requirements
* Continue in a tough academic discipline – particularly math
* Continue in world languages beyond the minimum
* Write a personal statement that helps WWU get to know what is important to you
* Make a positive difference in the lives of others
* Demonstrate sustained involvement in activities you are passionate about
* Convey your potential contributions to the Western community
* Express you pride and appreciation for cultural diversity
* Follow instructions. Make contact directly with the Admissions Office, personal initiative and responsibility are valuable qualities in an applicant

### Washington State University Admissions Policy – Holistic Review

Fall 2016 Profile

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Admissions** | **Applied** | **Admitted** | **Admit Rate** | **Undergrad**  **Enrollment** |
| **Freshman** | 21,376 | 15,607 | 73% | 17,527 |
| **Admitted Freshman (25th – 75th percentile)** | | **GPA** | **ACT** | **SAT (Math+CR)** |
|  | | 3.17 - 3.73 | 21 - 27 | 950 - 1180 |

Washington State University strives to admit those applicants who are best prepared to benefit from and contribute to this world-class academic community. Admission specialists will review your application and supporting documentation carefully to assess your overall academic preparation. **Standard Criteria**: In evaluating your application, the University will consider the following factors:

* **Grade point average and standardized test scores**
* **The strength of your high school course work, including senior-year**
* Grades that you earned and improvement you’ve shown in your academic performance.
* Additional information you provide us in your personal statement.

**What Matters Most?** Admission is competitive. Not all factors are weighted equally and no single factor will guarantee admission. Space availability and the competitiveness of the application pool will influence admission decisions. However, you are most likely to be offered admission if you have done all of the following:

* **Taken courses that meet or exceed high school core requirements** You’ll have an advantage if you’ve taken academically challenging coursework such as advanced placement (AP) courses, higher level courses, and so on.
* **Maintained a cumulative grade-point average of 3.4 or higher;**
* Achieved an above average score on the SAT or ACT;
* Provided a thoughtful and well-written response to the personal statement
* Met the priority application date.
* It’s important that you dedicate considerable attention to your admission application—particularly your personal statement. In that response, you can highlight your interests and achievements so that we can consider the contributions you would make to the University community.

Washington state high school students who are ranked among the top 10 percent of their high school class or who have a GPA of at least 3.5, completed an application, and have met all core course requirements are assured admission to Washington State University

### Central Washington University

Fall 2016 Profile

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Admissions** | **Applied** | **Admitted** | **Admit Rate** | **Undergrad Enrollment** |
| **Freshman** | 7,157 | 5,632 | 79% | 11,112 |
| **Admitted Freshman (mean score)** | | **GPA** | **ACT** | **SAT (Math+CR)** |
|  | | 2.8 - 3.5 | 18 - 24 | 890 - 1120 |

Applicants with a 3.4 cumulative GPA or higher and have satisfied the CADR requirements will be automatically admitted regardless of ACT or SAT score. Admission Essay is not required. Applicants must still submit an ACT or SAT test scores. Test scores are used for scholarship consideration and for placement into English and Math courses at CWU.

Applicants with a 3.00 - 3.39 cumulative GPA who have satisfied the CADR requirements will be considered for admission based on grades AND test scores.

For applicants with CADR deficiencies, Admissions will take into account, grade trends, course rigor, senior year course schedule, and ACT/SAT scores. Admissions Essay recommended (essay questions).

Applicants with a cumulative GPA of 2.00 - 2.99 and/or CADR deficiencies will be considered through CWU's holistic Comprehensive Review Process. In this process we consider your responses to essay questions , grade trends, course rigor, senior year course schedule, and ACT/SAT scores. Admissions Essay is required.

To be considered for admissions, students must have at least a 2.00 cumulative GPA in high school and any applicable college work.

### 

### Eastern Washington University

Fall 2016 Profile

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Admissions** | **Applied** | **Admitted** | **Admit Rate** | **Undergrad**  **Enrollment** |
| **Freshman** | 4,737 | 4,015 | 85% | 11,217 |
| **Admitted Freshman** | | **GPA** | **ACT** | **SAT (Math+CR)** |
|  | | 3.22 | 21 | 975 |

Applicants who have a 3.3 cumulative GPA (or higher) and have satisfied the CADR will be automatically admitted regardless of SAT or ACT scores but the student must still submit one of these test scores.

Students who fall below a 3.3 GPA OR have CADR deficiencies will still be considered for admission using a holistic review process. In this process we consider Insight Resume responses, grade trends, course rigor, senior year course schedule, and official SAT/ACT composite scores.

To be admissible, students must have at least a 2.0 cumulative GPA in high school and any applicable college work.

### The Evergreen State College

Fall 2016 Profile

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Admissions** | **Applied** | **Admitted** | **Admit Rate** | **Undergrad**  **Enrollment** |
| **Freshman** | 2,175 | 1,853 | 85% | 3,787 |
| **Admitted Freshman (25th – 75th percentile)** | | **GPA** | **ACT** | **SAT (Math+CR)** |
|  | | 2.71 - 3.48 | 20 - 26 | 920 - 1180 |

Admission decisions are holistic, including a review of the courses you have taken and your academic achievement (GPA). The most important factor is academic achievement demonstrated by the nature and distribution of your high school coursework. This work should include classes in English, social sciences, a foreign language, mathematics, science and the arts.

### Washington State Community and Technical Colleges

www.sbctc.edu

If you are applying to a community college in Washington State visit their websites and follow their instructions for admissions procedures, materials, and deadlines. Complete the application and pay your fees on-line. Community colleges and technical schools ***do not require*** college entrance exam scores (SAT/ACT). (If you have taken the SAT/ACT some will accept certain scores in lieu of their placement exam). You will need to take a placement test called the Compass Test. Here is a website to practice for the test before you go: [Compass Practice Test](http://www.testprepreview.com/compass_practice.htm) This test is used to place you in Math and English classes at college - you will not be denied admittance because of your score. Doing your best will mean you are in Math and English courses that match your skills. \*For 2016 graduates and beyond public colleges and universities will now accept SBAC scores in place of the Compass Tests. Test score guidelines can be found at [www.wsac.wa.gov](http://www.wsac.wa.gov).

### *Myths about Community College*

Like most misconceptions, community college myths are based on elements of truth. But like most misconceptions, these myths lead to mistaken beliefs that could warp your ability to choose the right post-high school educational path for you.

**Nationally, 40 percent of all traditional-age college students start out at community college, according to the U.S. Department of Education**. Walt Disney went to a community college, so did H. Ross Perot, transplant surgeon Daniel Hayes, and NASA astronaut Eileen Collins, Pulitzer Prize winners and several governors also graduated from community colleges. So let's bust four of the most common myths about community colleges and let the truth speak for itself.

**Myth 1:** Students only attend community college because they can't get in to a four-year university.

**Fact:** Statistics refute this assumption. Many students attend community college for convenience, family, job, or financial considerations. Community college makes sense, purely for economic reasons. Community college tuition is lower and many courses are directly articulated with four-year college programs. Students save on boarding as they can live at home during the first two years of school.

**Myth 2:** A degree from a community college is not as good as a university degree.

**Fact:** A community college degree can take you straight into the workforce or to an elite four-year university. Community colleges educate 62 percent of allied health professionals and over 80 percent of law enforcement officers and firefighters, according to the American Association of Community Colleges (AACC).

**Myth 3:** Community colleges are inexpensive, so the education is not high quality.

**Fact:** Community colleges may be less expensive than four-year universities, but that doesn't mean you sacrifice a quality education.

**Myth 4:** Community college credits do not transfer to four-year universities.

**Fact:** There are articulation agreements with four-year colleges for them to award credit for comparable courses taken at community colleges. Bellevue College students can now earn a 4 year Eastern Washington University degree in selected areas on the Bellevue College campus.

# Military Academy Applicants

Prestigious Military Academies are very highly selective colleges ***plan accordingly*** and read the information for highly selective colleges on our school website for further recommendations. Officer training can also be accessed through ROTC programs at various colleges.

* Take the PSAT at Ingraham(offered in October) the fall of your junior year.
* Attend an Academy liaison night. Check the Career Center for dates and times
* Contact the academies and obtain a Pre-Candidate Packet. Complete on-line.
* Contact the local liaison office of the academies you are interested to verify you are following all of the necessary steps to seek an appointment.

**Air Force Academy** [www.usafa.af.mil](http://www.usafa.af.mil)

Liaison – Maj. Jonathan T. Scofield: [jonathant.scofield@yahoo.com](mailto:jonathant.scofield@yahoo.com)

**Naval Academy** [www.usna.edu](http://www.usna.edu)

Liaison - Lieutenant Commander Jason Woodward

E-mail: woody@jasonwoodward.com

**Military Academy at West Point** [www.usma.edu](http://www.usma.edu)

Liaison - Joe Brillante, Admission Coordinator

Email: [Joseph.Billante@west-point.org](mailto:Joseph.Billante@west-point.org) (425) 785-1827

**Coast Guard Academy** **Coast Guard Academy**  [www.cga.edu](http://www.cga.edu)

Liaison- . LT Erika Barron will be the WA Admissions Officer.

Email: [Erika.f.barron@uscga.edu](mailto:Erika.f.barron@uscga.edu) and phone# 800-883-8724.

**U.S. Merchant Marine Academy (King’s Point):**

Liaison: Peter Lindsey

E-mail: [peterlindsey@hotmail.com](mailto:peterlindsey@hotmail.com) (206) 383-4053

* Contact your Congressmen’s office about the process to secure an appointment to the academies.
* Take the ACT and/or SAT Reasoning Test. Send your test scores directly from SAT or ACT to the academies you’re considering.
* Athletes! Remember if you are maintaining college athletic eligibility, code one of your score reports for the NCAA (#9999)
* You will need two or three letters of recommendation by the end of the first quarter of your senior year. Give your recommenders plenty of advance notice.

* Academies expect you are taking a rigorous curriculum; 4 or 5 college preparatory courses your senior year from the following subject areas (math, language arts, social studies, science and foreign language). Academies are generally unimpressed with seniors who take only 2 or 3 courses from these core areas their senior year. First semester senior year grades do matter.
* Establish a file folder at home for each academy to which you are making application.
* When you receive/send any information or correspondence related to academies keep copies for reference. This includes communication with academy liaisons, your congressman, and recruiters.

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# Your College Application List

Before filling out any applications develop a final list of approximately 4 – 6 schools, which you would be happy to attend. Your college list should include ***reach, target and safety*** schools. We highly encourage you to use a checklist to track/monitor application requirements and deadlines. We have created one that you can use in this packet. When researching a college note the middle 50% range of test scores and range of GPA’s of accepted students. **Be very aware of the acceptance rate!** Colleges that accept less than 25% of applicants should always be in the reach category. Figure out your own SAT/ACT and GPA profile. Rank your schools using the following criteria:

* **Reach Schools:** Apply to one: Going to this school would be a dream come true. It may fit into one of the following categories: You “fit” but the school is so selective that it turns away many “qualified” applicants, or you do not quite fit the profile of typically accepted students but you would love to attend. The school may have a very low acceptance rate. This school may also be one where it is a financial reach for your family but with the right scholarship and financial aid package it would work.
* **Target Schools:** Apply to one to three: A campus where you would be comfortable, and have access to programs that are academically challenging and interesting. You should closely match the profile of accepted students.
* **Safety Schools:** Apply to one or two: You exceed the average students profile and most qualified students are accepted. These schools typically have admittance rates above 70-75%. Community college can be a good safety school choice for some students.

After compiling your list confirm at least one school in each category is a financially feasible school for your family.

**Avoid the “Designer-Label” trap**! How successful you are at a school will be more important to your future than how prestigious the school is. Prestige and quality are not always found in the same institution. Look for the elements that will most directly support who you are as a student.

**Most important: *Remember you are in charge***! The power in this process resides with you. You are responsible for the quality of your school performance and the effort you devote to the college search and application process. Those who make admissions decisions base their conclusions on what you present in your application. Give them your best work.

# Demonstrating Interest

Now that you have your list, make sure you “demonstrate interest” ***before***, ***during*** and ***after*** the application process. Because schools keep databases on student contacts many things you do are noted and may come into play when admission decisions are made. Appropriate demonstrations of interest may put you ahead of another candidate. Below is a list of potential points of contact that demonstrate interest.

* Attend functions put on locally by colleges you have on your list.
* Attend college visits at Ingraham – come prepared with thoughtful questions.
* Pre-register for your college campus visit so the admissions staff knows you are coming.
* Request an appointment with an admission representative and financial aid counselor when visiting the campus.
* Make sure any contact with the college is from you *not your parent*!
* E-mail questions to admissions. Put your name in the email subject line. If the college contacts you reply in a thoughtful, thorough, and timely manner.

# Clarifying Early Action / Early Decision

**Early Action** is the term used to describe the application process which permits a student to make application to an institution of preference and receive a decision well in advance of the normal response date. Decisions can be admit, hold for further review, or deny. The candidate is not committed to enroll at that particular institution. Student will be able to wait until May 1 to accept so that they can compare the financial offers of multiple schools.

* Student may apply to other colleges
* Institution will notify the applicant of the decision within a reasonable and clearly stated period of time after the Early Action deadline.
* Student applying for aid will adhere to institutional aid application deadlines.
* Student will not be required to make a commitment prior to May 1st but is encouraged to do so as soon as a final college choice is made.

**Single-Choice Early Action** is offered by some schools. This program differs from other Early Action programs, as it does not allow a student to apply to other schools under any type of early action, early decision or early notification program.

**Early Decision** is the term used to describe the application process in which a commitment is made by the student to the institution that **if admitted, the student will enroll.** Only a student who can make a deliberate and well-reasoned first choice decision should apply under early decision. If accepted you must attend that school and withdraw any applications sent to other schools. You won’t be able to compare financial aid offers. Any student considering Early Decision should meet with the College and Career Center and their school counselor in September of senior year to go over this option.

* Student may apply to other colleges but submit only one Early Decision application.
* Institution will notify the applicant of the decision within a reasonable and clearly stated period of time after the Early Decision deadline.
* Student applying for aid will adhere to institutional Early Decision aid application deadlines.
* Institution will respond to application for financial aid at or near the time an offer of admission is extended.
* ***If admitted, student will enroll*** unless aid award is inadequate.
* Immediately upon acceptance of an offer, student will withdraw all other applications and make no subsequent applications.

# Filling out College Applications

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* Carefully read and follow directions! Many applications are designed to check how well the applicant can follow directions.
* Make sure you’ve answered exactly what has been asked.
* If you have questions about how to answer something in the application e-mail or call the admissions office.

**Helping Hints for E-mailing Colleges:** Below is an example of a very poor e-mail received by an admission counselor. (Thanks to Julie Shimabukuro of Washington University at St. Louis for sharing this and the tips below).

Get an appropriate

e-mail address

From: [urafreak@internetserver.com](mailto:urafreak@internetserver.com)

To: admissions.wustle.edu

Subject: please read!!!!!!!!

although today is the deadline for EDI, I wanted to send my latest SATs, JIC u didn’t get them thru my school, their kind of slow. i really want u to know that I think WU is GR8 and is still my top choice. TIA!

Remember, e-mail is an easy way to communicate with college admissions offices, but here are a few reminders for students to keep their communication professional and clear.

**Do:**

* Choose an appropriate e-mail screen name for collegiate correspondence. You may want to rethink names like [partytildawn@hotmail.com](mailto:partytildawn@hotmail.com) or [hatetostudy@yahoo.com](mailto:hatetostudy@yahoo.com)
* Give your full name and contact information on each e-mail note. If you received a student ID number when setting up your on-line application account include that also.
* Be as polite and respectful in an e-mail as you would be in face-to-face meeting or on the telephone. Your correspondences are a reflection of you.
* Use proper punctuation and avoid using acronyms as much as possible.
* Use the “Reply” function to help schools remember the questions you asked in previous e-mails.
* Check the school’s website before you send your e-mail questions. You may be able to find the answer quickly on the web. If you still have specific questions, then e-mail or call the school.
* Check your “junk” mail & spam settings to make sure you are receiving all correspondence from the schools you have applied to. Many schools send out important information as “bulk” mail to their applicant pools.
* If you set up an e-mail account specifically for college applications make sure you are checking it on a regular basis.

**Don’t:**

* Use subject titles like “IMPORTANT INFORMATION” or “PLEASE READ!!!” since these titles are commonly used for “junk e-mail” or viruses and are screened out on many systems.
* Send blanket e-mails to a lot of institutions at once. Do some research and then ask specific questions indicating genuine interest in a specific college.
* Let your parents e-mail admissions for you. College applications and correspondence are your responsibility.

**Applying On-line**

**USE online applications!** Most schools strongly encourage students to apply online. Applying online ensures you have filled out the application completely (many applications will not allow you to submit with incomplete or missing information); colleges receive on-line applications the day they are submitted, and applying online speeds up processing.

* Send your test scores directly from SAT/ACT to the colleges you are applying to. No need to wait until have completed your application. Colleges will match your test scores once your application is submitted.
* You do not have to complete the entire application in one sitting. Once you have created a student profile or account you continue to save your application until it is complete and ready to submit.
* Type all essay and short answer questions in a word document, proof read and spell check, then copy and paste them into your application. Your formatting may change when you paste your document into an on-line application, but it will print correctly on the other end. Do not go over the maximum word/character count if one is specified. Your essay will be cut off at the maximum.
* Use a credit card to submit application fees on-line. A fee waiver may be possible if you need it.
* Use a valid e-mail address- one you access regularly. Check your “junk” mail & spam settings to make sure you are receiving all correspondence from the schools you have applied to. Many schools send out important information as “bulk” mail to their applicant pools.
* Check your online application account(s) to make sure documents have arrived and your application is complete. Mail any additional requested documentation immediately.
* After submitting your application confirm that SAT or ACT scores have been received.

**Application Components**

Every 4-year College and university, community college, and technical school requires applicants to submit different components. Research the documents that are required by exploring specific college’s website. The following is a list of items that may be included in the application process:

1. General application
2. Supplemental application **may** include letters of recommendation, essays (also called personal statement), and/or a resume or list of activities/achievements.
3. Request scores be sent directly from SAT or ACT. Send scores as soon as you begin applying to a college**. Do not wait**!
4. High school transcript: some colleges do not require transcript with the initial application. Read directions carefully. To request a transcript, please fill out the transcript request form from the Counseling Office (form included in this handbook).
5. Separate applications (with different due dates) may be required for honors, special programs, college scholarships.

**Standard Application for Washington State Technical Schools and Community Colleges** If you are planning on applying to a Washington State technical school or community college, apply on-line. Apply to these schools in February or March at the [**Web Admissions Center for Washington Community Colleges**](https://www.public.ctc.edu/ApplicantWebClient/Applicant/ApplWelcome.aspx)**.**

**Online application for Washington State public & private schools:**  The [**College Net**](http://cnsearch.collegenet.com/cgi-bin/APPLY/index) website allows students to create an account & log-in information that will fill all the common information on applications to UW, WSU, WWU, CWU, EWU, The Evergreen State College, PLU, UPS, Whitman plus many more.

**Common Application (for private schools)** **with supplements**: [**Common Application**](http://www.commonapp.org/)

**CSU application (for California State public schools)**. California State Schools use [**CSU Mentor**](http://www.csumentor.edu/). For University of California system use [**University of California**](http://www.universityofcalifornia.edu/admissions)

# College Application Procedures

*I have not failed. I've just found 10,000 ways that won't work. - Thomas Alva Edison*

*A dream becomes a goal when action is taken towards achieving it*

*Define it*

*Want it*

*Believe it*

*Write it down*

*Split it up*

*Review it*

*Schedule it*

*Do it*

*Without goals, and plans to reach them, you are like a ship that has set sail with no destination. Try to have applications completed by Thanksgiving*

# Washington State Public Four Year Schools

[**College Net**](http://cnsearch.collegenet.com/cgi-bin/APPLY/index)is a great site where you can use the same account login and password for WWU, UW, WSU, Evergreen, UPS, PLU, Whitman and many other college applications. It pre-fills parts of your applications so you don’t need to type the same basic information over and over!

Carefully assemble the following items before beginning in the college application process.

1. **Applications:** Applications are available online at each college website under the admission tab, on sites like [The Common Application](https://www.commonapp.org/Login), and the [Universal College Application](https://www.universalcollegeapp.com/). This is the preferred way to apply. When creating your on-line application accounts keep good records of your logon and password information.
2. **Transcript requests**: Complete the transcript request form for all official and unofficial transcripts and return to the Counseling Office. Allow ten school days for this to be processed. A form is included with this packet.
3. **Application fee:** Online applicants will pay by credit card. All four-year public schools in Washington charge a non-refundable application fee. You may qualify for an application fee waiver. Check with your counselor if you think this applies to you.

Carefully read all instructions on the application. Read the directions and mark special courses appropriately.

IB = International Baccalaureate

|  |  |  |
| --- | --- | --- |
| AP | = | Advanced Placement |
| CHS | = | College in the High School Course |
| H\* | = | Honors |
|  |  |  |

Before submitting your application, check the following:

1. Application is complete.
2. Personal Statement and resume have been pasted in the appropriate boxes.
3. Print the receipt that shows your credit payment for your records.
4. You have sent an official transcript ***if required***. Note: The University of Washington does not want high school transcripts for the initial application process.
5. Your SAT/ACT test scores **have been sent directly to the college directly from the testing agencies.** Do any of your colleges require subject tests?
6. Note for your records the dates you completed each of the above items.

**Reporting SAT or ACT test scores**: **If you know your test results**: Fill in the date and your score. **If you have not taken the test (or are taking it again**): Fill in the date you will be taking the test. If you did not send your results directly to the college(s) at the time of testing, go to the testing centers websites: [**SAT**](http://www.collegeboard.com/)or[**ACT**](http://www.act.org/) to send your scores. Do this as soon as you know you will be applying to a school. Test results can take time to arrive at the admissions office! Your application is not considered complete until the school receives your scores.

### CommonAppLogo-smallThe Common Application

**What is the Common Application?** The Common Application is a not-for-profit organization that serves students and member institutions by providing an on-line admission application that students may submit to over 600 colleges or universities. Once completed online, copies of the Application for Undergraduate Admission can be sent to any number of participating colleges. The same is true of the School Report, Midyear Report, Final Report, and Teacher Evaluation forms. This allows students to spend less time on the busywork of applying for admission, and more time on what's really important: college research, visits, essay writing, and senior year coursework.

1. Complete the student application (**including all required supplements**) on-line at [**Common Application**](http://www.commonapp.org/). Tutorial online: <https://www.youtube.com/watch?v=JdBpfrjpZt0&feature=youtu.be>
2. Input your counselors and teachers names and e-mail addresses. Counselors and teachers receive an e-mail request from Common App after you enter their contact information. They then access a secure server to fill out the Teacher Evaluation (TE), School Report (SR)-this is the counselor recommendation, and Midyear Report (MR).
3. Before the counselors can complete their part of your application you must provide them with additional information. **Make an appointment with your counselor to discuss next steps**. Bring a completed Brag Sheet so that your counselor can review it and gather information. You will find a Brag Sheet in this packet.
4. Counselors will upload your transcript online.
5. Arrange for your SAT/ACT test scores to be sent directly to the colleges from the College Board (SAT) or ACT sites.
6. Be a proactive applicant and confirm with your counselor in a timely manner that items have been completed.

The Common App is revised each year. Below is general information you will enter on-line through The Common Application including the new Essay prompts.

|  |  |
| --- | --- |
| PROFILE | Contacts  *Email address, phone number, mailing address*  Demographics  *Religion, military service, race/ethnicity (all optional)*  Geography  *Birthplace, countries lived in, language proficiency, citizenship* |
| **FAMILY** | **Household**  *Parent marital status, parent(s) with whom you reside*  **Parent and/or Guardian**  *Name, birthplace, occupation, education, stepparent information*  **Siblings**  *Age, grade, education* |
| **EDUCATION** | **School**  *Current school, dates attended, counselor name, phone and e-mail*  **History**  *Previous schools, dates attended, past/pending education interruptions (e.g. time off,*  *early graduation, gap year, etc.), college courses, college assistance programs*  **Academic Information**  *GPA, class rank, current year courses, honors and awards* |
| **TESTING** | **College Entrance**  *ACT and SAT*  **English for Non-Native Speakers***TOEFL, IELTS, PTE Academic*  **Academic Subjects***AP, IB, SAT Subject Tests, A-Levels*  **Other** *Optional reporting for other relevant 9 – 12 testing* |
| **ACTIVITIES** | **Principal Activities/Work**  *Years of participation, hours per week, weeks per year, position/leadership held (50 characters), brief description (150 characters). 10 activities maximum* |
| **ESSAY** | **Select One – 650 word maximum**   * *Some students have a background or story that is so central to their identity that they believe their application would be incomplete without it. If this sounds like you, then please share your story.* * *Recount an incident or time when you experienced failure. How did it affect you, and what lessons did you learn?* * *Reflect on a time when you challenged a belief or idea. What prompted you to act? Would you make the same decision again?* * *Describe a place or environment where you are perfectly content. What do you do or experience there and why is it meaningful to you?* * *Discuss an accomplishment or event, formal or informal that marked your transition from childhood to adulthood within your culture, community, or family.* |
| **EXPLANATIONS** | **Required Responses**  *Explanations regarding school discipline1, criminal history2, education interruption, veteran discharge status* |
| **ADDITIONAL INFO** | **Optional Responses**  *Relevant circumstances or qualifications not reflected elsewhere in the application* |
| **COLLEGE PG. 1** | **General**  *Entry term, degree status, housing preference, test-optional preference, scholarship and financial aid preference*  **Academics**  *Academic interest, program(s) applying to*  **Contacts**  *Interactions with the institution (campus visit, off-campus interview, etc.)*  **Family**  *Family members who have attended or been employed by the institution.*  **Evaluations**  *Names of classroom teachers, coaches, other recommenders*  **Residence**  *Required by some public institutions to determine in-state status*  **Signature**  *Acknowledgments and affirmations* |
| **COLLEGE PG. 2** | **Writing Supplement**  *Additional short answer or essay responses if requested by institution* |

**Note: Not all member colleges will ask all questions.**

*1. Have you ever been found responsible for a disciplinary violation at any educational institution you have attended from the 9th grade (or the international equivalent) forward, whether related to academic misconduct or behavioral misconduct that resulted in a disciplinary action? These actions could include, but are not limited to: probation, suspension, removal, dismissal, or expulsion from the institution.*

*2. Have you ever been adjudicated guilty or convicted of a misdemeanor, felony, or other crime? Note that you are not required to answer "yes" to this question, or provide an explanation, if the criminal adjudication or conviction has been expunged, sealed, annulled, pardoned, destroyed, erased, impounded, or otherwise ordered by a court to be kept confidential.*

### Private Colleges (not using the Common Application form)

Be aware that some private colleges require supplemental forms! Fill out the student portion of the application on-line. Read the directions carefully about when and what forms are required.

1. **Send your SAT/ACT test scores** from the testing agencies directly to the college(s) you are applying to prior to completing your application.
2. Most private schools require a **School Report/Counselor Recommendation** **Forms**. Make sure you have filled in and signed the student information section before bringing the forms in for processing. See the Counseling Website
3. **Teacher recommendation**must be coordinated with the teacher. You might want to give them a copy of your resume and counseling recommendation form so they have details to highlight.
4. **Send Official Transcript**. Find out whether this can be done electronically or if the college prefers a paper copy. Remember to fill out the transcript request form and return to the Counseling Office.

**IMPORTANT DEADLINE INFORMATION!**

The counseling office requires a minimum 10 working days to process requests.

School closures such as holidays and snow days are not counted in the ten days.

The **first Friday in December** is the deadline to request a letter of recommendation from your counselor before winter break.

**Be aware of the college application deadlines, allow enough time for processing!**

# Writing Your High School Resume



1. **Purpose of the High School Resume**

High School Resumes are used to highlight your achievements. You will submit your resume with your culminating project, recommendation requests, and applications for some colleges and scholarships.

1. **Your resume should include the following:**

* GPA & test scores (if available) and selected courses
* School and community activities
* Honors and awards
* Work and volunteer experience
* Sports/Athletics
* Other special skills as talents (i.e. music, drama, clubs, etc)

1. **Keep your resume to one page (if possible) – for examples check out one of these websites:**

[**http://www.aie.org/find-a-job/write-your-resume/sample-resumes-and-templates/Resume-Sample-High-School-Student-Academic.cfm**](http://www.aie.org/find-a-job/write-your-resume/sample-resumes-and-templates/Resume-Sample-High-School-Student-Academic.cfm)

[**https://kleinhs.kleinisd.net/users/0012/docs/Counseling/CC\_HighSchoolResumeTips.pdf**](https://kleinhs.kleinisd.net/users/0012/docs/Counseling/CC_HighSchoolResumeTips.pdf)

[**www.groovejob.com/resources/resume/sample/**](http://www.groovejob.com/resources/resume/sample/)



# Letters of Recommendation

**Not required for public universities**, for other colleges check the application directions to be sure you need recommendations before requesting.

* School/Counselor Brag Sheet (included in this handbook or at <http://ingrahamhsseattleschoolsorgmodul.weebly.com/> )
* Teachers or staff: Letters from teachers of core subject courses taken in your junior year may be good choices. Ask the teacher toward the end of junior year or right away in the fall of senior year if they are willing to write a letter for you. Provide them with a current resume and any other information they need to write a good letter. Make sure you provide them with the list of schools, deadlines for each, and the best way to submit the letter. **Many applications including the Common Application allow recommendations to be submitted on-line through secure servers, check the directions and “invite” your recommenders to upload directly to your application file**.

Additional guidelines when asking for letters:

* Find people willing to write you a Letters of Recommendations early.
* Consider asking teachers from junior year’s core subjects as they know you best.
* Send a written thank you to each person writing you a letter.
* If you receive a copy of your letter, keep a copy for your records.

# http://alumni.uvm.edu/vq/spring2011/images/essay1.jpg Writing the College Essay

Almost all colleges & universities require applicants to submit either a personal statement or short answer essay(s). Sometimes the college provides specific guidelines in terms of topic, length, and even format; while other times the prompt may be as general as “Tell us something about you.” But for all schools, the essay is a significant part of the application, if allows the reader know what’s important to you, how you think about things and who you are as a person. Be sure the essay or personal statement you submit represents your very best work. It is very important that the essay you submit is your own work. Be original! **Note**: The written essay you complete during the SAT writing section is sent along with your scores as a sample of your writing ability.

Always write the essay even if not required! Some schools use essays to decide merit and/or departmental scholarships. It is your opportunity to tell them other things about yourself that may enhance your admissions chances. Applicants need to be wary of books or websites that market “successful” or “effective” college essays. There is not a formula for writing a “perfect” essay.

**From:** Tips - University of California, Berkeley

**Characteristics of a Good Personal Statement**

Before you write, make sure you know what is expected of a successful college essay.

A good essay . . .

***-Is thoughtful and honest***

A strong personal statement is reflective; that is, it demonstrates that you have thought about and gained a clear perspective on your experiences and what you want in your future. It does not simply tell a reader what you think he/she wants to know. Instead, it gives the reader a vivid and compelling picture of you--in essence, telling the reader what he or she should know about you. Remember that the focus of the essay is YOU--your achievements, your obstacles, your goals, your values.

***-Strives for depth, not breadth***

A good essay is not a list of your accomplishments. Remember when your mom told you that it's quality, not quantity that counts? Well, the same adage applies for your college essay. A reader will be much more interested in how your experience demonstrates the theme of your essay, not the number of accomplishments you can list. What is NOT interesting: an essay that devotes one paragraph each to a variety of different topics. This type of approach denies you the ability to give depth to your essay.

***-Follows the conventions of good writing***

A good essay uses appropriate grammar and syntax, uses precise and vivid language, and does not contain any spelling errors.

***-Conforms to guidelines***

If the essay instructions tell you that the essay should be two pages long, on white 8.5x11 inch paper, then the essay should be two pages long, on white 8.5 x 11 inch paper. Less is not more, and more is not better, either.

***-Answers the question!***

A good essay is the result of a writer who has examined the essay question and written an essay that explicitly addresses that question. For example, if you are asked to describe your greatest accomplishment or any unusual circumstances or challenges you have faced, then your reader will expect you to use vivid language that will enable the reader to visualize your accomplishment and share your sense of success.

***-Benefits from several drafts and feedback from others***

Revision allows an essay to grow. Revising is not editing; revising is the act of "re-seeing" and of looking for those parts of the essay that would benefit from more explication, more (or less) vivid language, or even deleting parts that simply don't work to move your primary theme forward. Similarly, feedback from others can help you identify those parts of the essay that work well--and those that don't.

***-Contains a catchy introduction that will keep the reader interested***

It is important to recognize that essay readers will read hundreds, maybe even thousands, of essays during the application review period. That means that an essay with a catchy introduction, one that gets right to the point and uses precise language and vivid imagery, is going to stand our more than an essay that is predictable and conventional in its opener.

***-Transforms blemishes into positives***

It's okay to have flaws! The essay is your chance to show how you have transformed blemishes. For example, if your essay theme is "overcoming obstacles" and you earned a poor grade in a class, but went to a community college at night to repeat the course, it is important for your reader to know this because it is an example of your perseverance. The reader does not want to hear complaints about poor grades or circumstances, but rather wants to know how you have overcome them.

***-Demonstrates your knowledge of the major/college***

No one expects you to know everything about the college or university to which you are applying. However, readers will want to know that you have done your homework. For example, if you write an essay that states your interest in becoming an engineer, but the college does not have an engineering program, then you haven't done your homework.

***-Exudes confidence--you will be successful no matter what***

A good essay doesn't beg or brag. Colleges and universities want to admit the best students, and the best students are those who can demonstrate their ability to pursue their goals regardless of where they are admitted. Think of this as quiet confidence--the kind that reveals itself through your description of lifelong interests, sustained commitment, and/or perseverance in the face of adversity.

Keep these characteristics of a good essay in mind as you compose. And be sure to avoid the typical college essay blunders.

From Randolph-Macon College: “Writing Your College Essay-Do’s & Don’ts”

|  |
| --- |
|  |
| **Do’s** |
| * Do think small & write about something that you know about |
| * Do reveal yourself in your writing. |
| * Do show rather than tell. By giving examples & illustrating your topic you help bring it to life |
| * Do write in your own “voice” & style |
|  |
| **Don’ts** |
| * Don’t write what you think others want to read. |
| * Don’t exaggerate or write to impress. |
| * Don’t use a flowery, inflated, or pretentious style. |
| * Don’t neglect the technical part of your essay (grammar, spelling, sentence structure) |
| * Don’t ramble - say what you have to say & conclude. |

There are a number of good resources available online to guide you with writing your college essays. Check out the following: [www.myessay.com/](http://www.myessay.com/) , [www.goodessaytopics.com/](http://www.goodessaytopics.com/) [www.teenlink.com/college\_guide/college\_essays/](http://www.teenlink.com/college_guide/college_essays/) <http://collegeapps.about.com>

# Applying for Financial Aid

* **Estimate if you are going to qualify for need based financial aid at** [**www.fafsa4caster.ed.gov**](http://www.fafsa4caster.ed.gov)

***Remember: Applying for the FAFSA is always free!***

**Free Application Federal Student Aid (FAFSA)**

1. **Why should parents fill out the Free Application Federal Student Aid (FAFSA) form?** [**www.fafsa.ed.gov**](http://www.fafsa.ed.gov)

All parents must fill out the FAFSA to qualify for the four types of aid: grants, loans (both parent and student loans), work study positions, and need-based scholarships. Think you can’t afford a private school? Remember that the amount of financial aid given to families will change depending on the price of the school. Parents are encouraged to fill out the form regardless of their income level and apply as soon after January 1st as possible to take advantage of state and federal monies given on a first come first serve basis. Some schools require the FAFSA on file prior to awarding some need based scholarships. Applying for the FAFSA is always free.

1. **When can I apply for financial aid?**

Senior parents fill out a FAFSA after October 1, 2016 of their students’ senior year. The process needs to be completed on an annual basis. The FAFSA online is a secure site.

1. **Should I fill out the online FAFSA form or a paper version?**

We highly recommend using the online version. It allows families to update the form from year to year and errors and omissions are caught and corrected prior to submission. The on-line version is processed quickly giving you an Expected Family Contribution (EFC) number. Results are sent directly to the colleges’ financial aid offices you select to receive them.

1. **Financial Aid Forms:** Log onto [www.wfaa.org](http://www.wfaa.org) for general information, how to apply, and deadlines for financial aid.

**Types of financial aid available**

**Grants** Grants are need based and don't have to be repaid. Grant aid comes from federal, state governments, and from individual colleges.

* + Public schools tend to give grants to students with very low income.
  + Private schools use grant monies to attract students they want.

**Loans** Most financial aid comes in the form of loans, aid that must be repaid. Most loans that are awarded based on financial need are low-interest loans sponsored by the federal government. Some of these loans are subsidized by the government so no interest accrues until you begin repayment after you graduate.

To qualify for loans or any other financial aid—students must maintain a minimum 2.0 GPA each quarter and be enrolled at least half time.

Do you plan on taking out a loan to help pay for your students’ college? Make sure you find out if the type of loan is subsidized or unsubsidized. Interest on subsidized loans does not accrue while the student is enrolled full time.

**Parent Plus Loans** are need based and can be granted for up to as much as the cost of a school. Parents will pay an origination fee and are low interest. Parents cannot borrow more than the cost of attendance using a Parent Plus Loan.

**Bank Loans** Thinking about taking out a bank loan? Private Educational Loans tend to be high interest. Make sure you speak with your financial advisor about your options.

**Student Loans:** Do you plan on having your student help pay for college through loans? Know their limits. Students Stafford loans, maximum per year:

|  |  |
| --- | --- |
| 1st year: $5,500 | 3rd year: $7,500 |
| 2nd year: $6,500 | 4th year: $7,500 |

The Stafford Loan is a low interest loan with a debt cap of $31,000. To continue to qualify for this loan—or any other financial aid—students must maintain a 2.0 GPA each quarter and be enrolled at least half time. Students begin making monthly payments six months after they graduate or leave school. Does your child fully understand what it means to take out and pay back a loan? Some colleges—including Bellevue College—require students to go through loan counseling before they qualify. Career Center staff recommends parents talk with their children about the positives and negatives of loans.

**Work Study -** Work study positions are need based. Student employment and work-study aid helps students pay for education costs such as books, supplies, and personal expenses. Work-study is a federal program which provides students with part-time employment to help meet their financial needs and gives them work experience while serving their campuses and surrounding communities.

**Scholarships (Need and/or Merit Based) Students are encouraged to apply for local, state and community scholarship through the IHS Career Center website**. Many scholarships are awarded based on merit, ethnic background, community service, leadership, and personal interests regardless of financial need. Students should be searching and applying for scholarships while they are applying to colleges. Most colleges have scholarship money that they give out on a first come, first serve basis for students who meet specific academic requirements. Check with the colleges you are applying to for specific institutional scholarships. Financial aid counselors also recommend students register with [www.fastweb.com](http://www.fastweb.com) and [www.thewashboard.org](file:///\\Ihssvr\STAFF\CAREER%20CENTER\College%20Resource%20Handbook\CRH%201112\www.thewashboard.org) for a customized scholarship search. Ingraham posts scholarships at <http://ingrahamhsseattleschoolsorgmodul.weebly.com/scholarships.html>.

**College Savings Plans** Are you saving money for college for your student? Where are you saving it? Is the money in your name or your child’s? Where your money resides will determine how much it will get taxed and how it will impact your FAFSA results? Always consult with your professional tax advisor for details.

**Credit Card and Private Loan Debt** Check out the “Debt Slapped” video on YouTube <https://www.youtube.com/watch?v=JpNnzmMlQAE>.

**Common Mistakes in the College Financial Aid Game**

* Not applying for financial aid because they “think” they won’t qualify.
* Assuming expensive private colleges are out of reach. Some may offer significant financial aid.
* Waiting too long to file the Free Application for Federal Student Aid form (FAFSA) with the U.S. Department of Education. This paperwork determines how much federal aid families receive. FAFSA applications for the 2017-18 school-year will begin October 1, 2016. **Many colleges make financial aid decisions by \*\*\*\*,** using information from the FAFSA. The application process calls for figures from the current year’s tax return. Tax information can be estimated and corrected later.
* Assuming there are thousands of dollars available through scholarships if students will only search for them. Significant national scholarships often go to “superstars.” Solid students may be better off pursuing local scholarships. By applying for multiple local scholarships students at IHS have been very successful in accumulating thousands of dollars. Remember to visit the Ingraham Counseling Weebly for more information:<http://ingrahamhsseattleschoolsorgmodul.weebly.com/scholarships.html>
* Assuming financial aid from a college will continue past the first year. Families should confirm any financial aid package with the college. Determine what is required for the scholarship to renew.
* Failing to understand that financing college often means borrowing money and working. Families need to have open financial discussions with their student prior to selecting and applying to colleges.
* Paying companies to search for financial aid or scholarships. Paid services are often scams.
* Assuming students will get a good financial aid offer from an ***out-of-state public*** university. Schools often reserve their need-based aid for residents.



# http://www.financialaidfinder.com/wp-content/themes/thesis_18/custom/rotator/college-fund1.jpgScholarship Applications

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1. **Who should apply for scholarships?** All students! Any students interested in attending a technical college, community college, or 4-year school should consider applying for free money to help pay for school.
2. **When should I apply for a scholarship?** Most scholarships are offered during senior year, but occasionally students have the opportunity to apply during junior year as well. You should start to become familiar with the process beginning in December of your junior year.
3. **Where can I find out about local scholarships?** Go to <http://ingrahamhsseattleschoolsorgmodul.weebly.com/scholarships.html>. Scholarships with their requirements and due dates are updated on a regular basis. Students can also look for local/community and state scholarships through [thewashboard.org](http://thewashboard.org/login.aspx)
4. **Where can I find out about national scholarships?** Go to [www.fastweb.com](http://www.fastweb.com) for a list of national scholarships. You will be asked a series of qualifying questions and then have access to information on how to apply for scholarships that you meet the requirements for. Note: You may want to set up a separate e-mail account just for scholarship notifications from FastWeb.
5. **What is the Western Undergraduate Exchange?**  The Western Undergraduate Exchange (WUE) is a scholarship that may save you money at a “public” out of state college or university if you qualify. Go to <http://wue.wiche.edu> to see the list of participating institutions.
6. **Who qualifies for a scholarship?** Many scholarships are based on financial need and/or academic merit, but not all. Some scholarships are based on community service participation or the ability to have overcome obstacles.
7. **Who is my competition?** When considering whether or not you want to apply for particular scholarship, take into account who you might be competing with. Are you only going to be competing with students at Ingraham High School? If so, financial need might be relative to the families that live in the area. If only five or six students apply for the scholarship, your financial need might be highest amongst this group. But if you are applying for a nationwide scholarship, your competition will be much greater. The obstacles that you have overcome, GPA, and community service participation are also relative to the group that applies, so keep that in mind as well.
8. **What other items are required besides the application?** Many scholarships require you to submit a resume, letters of recommendation, and/or an essay. Applying for scholarships should never require you to pay a fee!
9. **What points should I remember when filling out scholarships?**
   * **Presentation goes a LONG way!** Make sure your application is representative of your best work. As with college applications follow directions carefully. Spelling, word usage, and grammar mistakes are a sure way to get people to put your paperwork at the bottom of the pile! Put your application in a clean manila envelope. Don’t fold your application. Address the envelope with your name; return address and the name of the scholarship, plus the address of the review committee.
   * **Keep your resume to one page**. Remember that scholarship review committees have many scholarship applications to read and a two or three-page document can in some reviewer’s eyes actually count against you.
   * **Give a copy of your high school resume** to the people that you plan to request a letter of recommendation from. This helps them write a letter that covers all the things you have accomplished.
   * **Be yourself in your essay!** Do not write what you think others want to read. Don’t be pretentious, or exaggerate to impress. Readers pick up on your lack of true voice and may get turned off. Instead, write about things that make you unique. Show rather than tell. By giving examples and illustrating your topic, you help bring it to life.
   * **And last but not least**…have friends and family proofread your application, resume, and essay. Often times another set of eyes can pick up on mechanical errors that you have overlooked.
   * **Don’t wait until the deadline to turn in your applications. Earlier is better!**
   * **It is always appropriate to write a thank you note to the organization awarding you a scholarship!**

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| **Additional information about Financial Aid** | |
| **AmeriCorps** | [www.americorps.org](http://www.americorps.org) |
| **City Year** | [www.cityyear.org](http://www.cityyear.org) |
| **College Bound Scholarship** | [www.readysetgrad.org](http://www.readysetgrad.org) |
| **CSS for Private Schools** | <https://student.collegeboard.org/CSS-financial-Aid-Profile> |
| **FAFSA** | [www.fafsa.ed.gov](http://www.fafsa.ed.gov) |
| **FastWeb Scholarship Search** | [www.fastweb.com](http://www.fastweb.com) |
| **Federal Direct Loans** | [www.ed.gov/DirectLoan](http://www.ed.gov/DirectLoan) |
| **Federal PIN** | [www.pin.ed.gov](http://www.pin.ed.gov) |
| **FinAid** | [www.finaid.org](http://www.finaid.org) |
| **JobCorps** | [www.jobcorps.org](http://www.jobcorps.org) |
| **Northwest Education Loan Association** | [www.nela.net](http://www.nela.net) |
| **Project Scholarship Scam** | [www.ftc.gov/scholarshipscams](http://www.ftc.gov/scholarshipscams) |
| **Resources by State** | [www.finaid.org/otheraid/state.phtml](http://www.finaid.org/otheraid/state.phtml) |
| **U.S. Department of Education** | [www.ed.gov](http://www.ed.gov) |
|  |  |
| **College Cost Calculators** | |
| **College Cost Projector** | [www.fastweb.com](http://www.fastweb.com) |
| **Loan Calculators** | [www.fastweb.com](http://www.fastweb.com) |
| **Savings Calculators** | [www.finaid.org/calculators](http://www.finaid.org/calculators) |
| **Estimated FAFSA results** | [www.fafsa4caster.ed.gov](http://www.fafsa4caster.ed.gov) |

# Scholarship Scams

**Searching for a Scholarship? Buyer Beware!\***

This section is included to alert families to a concern that is increasingly widespread: fraudulent scholarship search services or in other words, SCHOLARSHIP SCAMS. Hundreds of scholar-ship services are on the market, but many are scams. The Federal Trade Commission (FTC) recently launched Project Scholarship Scam to alert consumers about fraudulent search services The FTC warns students to beware if the scholarship service:

* Guarantee that a student has won a scholarship
* Pledges that this scholarship information is not available anywhere else.
* Requests a credit card or bank account number so that they can hold the scholarship for the student.
* Requests payment before they can give the scholarship
* Claims “a national foundation has selected you to receive a scholarship” or “you are a finalist” in a contest you never entered.

**How else can you be aware of scams?**

Scholarship Scams usually have a particular set of characteristics. Watch out for these warning signs:

* Application fees
* Other fees
* Guaranteed winnings
* Everybody is eligible
* Unsolicited opportunities
* Typing & spelling errors
* No telephone number
* Mail drop for a return address
* Operating out of a residence
* Masquerading as a federal agency
* Time pressure
* Unusual requests for personal information
* Notification by phone
* High success rates
* Excessive hype
* Disguised advertising
* A newly formed company

# For more information go to:

# [www.fraud.org](http://www.fraud.org) OR <http://www.finaid.org/scholarships/scams.phtml>

Also check out our list of scholarships: [Ingraham Counseling Weebly](http://ingrahamhsseattleschoolsorgmodul.weebly.com/)

**Financial Aid Seminars & Consultants**

Consultants: If you choose to utilize the services of a consultant, consider their qualifications carefully. Find someone who has worked as a financial aid administrator, CPA or CFP.

Seminars: Some seminars will state that their presentations is free and then use high pressure tactics to get you signed up for their service, while only answering questions after you agree to pay a fee. Keep in mind that no one can find loopholes to help you save money. Don’t trust anyone who encourages you to do something unethical.

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# I’ve Applied - - - Now What???

* Respond promptly to any requests for additional information. Make sure you are checking your on-line application status, e-mail, snail mail, etc.
* Continue to demonstrate interest (as appropriate).
* Begin applying for scholarships.
* Fill out your FAFSA October 1st of your senior year.
* Request mid-year reports - send to the private colleges you are still interested in. Know the college’s deadline for mid-year reports and coordinate with your IHS counselor.
* If you change your senior schedule you **must** notify the colleges.
* Maintain your grades and extra-curricular activities at the same level you stated in your applications.
* College notification of acceptance happens anywhere from mid-December through April.

**If accepted:**

Determine the date by which you must tell the college you are accepting or declining their admission offer. The national date to tell one school you will attend is May 1st. Notify all other schools where you have been accepted that you are declining their offer of admission. Offers such as direct admission into your major and honors should be given strong consideration.

**If waitlisted:**

We highly recommend if you still want to attend the school that you contact admissions by e-mail or formal letter to express continued interest. Failure to do so may result in the school assuming you are not interested and removing you from the waitlist. Be sure to highlight why it would be a great school for you***, updating any new accomplishments or improved grades and what you will bring to their campus as a student.*** Ask the school if any additional information is needed, mid-year grades, additional letters of recommendations, etc. Find out how they will process their waitlist. Maintain appropriate contact with your other schools.

**If denied:**

Contact the admissions office to explore appeal options (if appropriate). Appeals are rarely successful so keep at least one of your other options active.

# Additional Resources for College Planning Help

**ACT** [www.act.org](http://www.act.org)

PLAN, ACT exams, college search/financial aid

**Aprrenticeships** [**http://www.exploreapprenticeship.wa.gov/**](http://www.exploreapprenticeship.wa.gov/)

**The College Board** [www.collegeboard.com](http://www.collegeboard.com)

PSAT, SAT, SAT subject tests, college/career search/financial aid

**Colleges That Change Lives** [www.ctcl.com](http://www.ctcl.com)

Different perspectives on choosing a college

**Common Application** [www.commonapp.org](http://www.commonapp.org)

One application for over 300 colleges

**Gap Year** [**http://expd.washington.edu/scholarships/current-undergraduate/all-undergraduates/planning-for-gap- years.html**](http://expd.washington.edu/scholarships/current-undergraduate/all-undergraduates/planning-for-gap-years.html)

**The Education Conservancy** [www.educationconservancy.org](http://www.educationconservancy.org)

Offers practical suggestions to parents and students about the

college application process

**My Majors** [www.mymajors.com](http://www.mymajors.com) or [www.myplan.com](http://www.myplan.com)

A tool to help students identify their skills/interest and match majors.

**National Association for College Admission Counseling** [**www.nacac.net**](http://www.nacac.net)

College fairs, College Access /Success Programs, Financial Aid,

Checklists/timelines.

**National Survey of Student Engagement** [www.nsse.iub.edu](http://www.nsse.iub.edu)

A view of college fit focusing on teaching and learning

**NCAA**  [www.ncaa.org](http://www.ncaa.org)

Clearinghouse for eligibility for prospective athletes to play in college

**NAIA** [www.naia.org](http://www.naia.org)

Information on athletics at smaller colleges

**Summer Camps** [**https://www.petersons.com/college-search/summer-programs-camps-search.aspx**](https://www.petersons.com/college-search/summer-programs-camps-search.aspx)

**Vocational Trade Schools** [**http://www.rwm.org/**](http://www.rwm.org/)

**WAFSA** [**http://www.readysetgrad.org/wasfa**](http://www.readysetgrad.org/wasfa)

For students ineligible for federal financial aid

**Books:** The Career Center has many books available for checkout on college planning and selection including:

**Antonoff:** The College Finder

College Match – A Blueprint for Choosing the Best School for You

**Bauld** On Writing the College Application Essay: The Key to Acceptance at the College of Your Choice

**Cohen:** Rock Hard Apps

**Fiske’s**: Guide To College

Guide to getting into the right College

**Hallowell:**  Learning Outside the Lines – Two Ivy Students with Learning Disabilities & ADHD give you tools for academic success

**Jones:**  Less Stress, More Success- Guide your teen through college admission and beyond

**Kilpatrick:**  The Winning Edge; a student guide to college sports

**Loveland:** Creative Colleges for Student Actors, Artists, Dancers, Musicians and Writers

**Orr:** America’s Best Colleges for ‘B’ Students

**Patterson’s:** Schools Classified and Books of Majors

**Pierce&Rilly** Countdown to College:21 To Do Lists for High School

**Peterson’s:** Christian Colleges and Universities, Game Plan for Getting into College

College Guide for Visual Arts Majors

Colleges for Students with Learning Disabilities & ADD

Guide to Vocational and Technical Schools of the West

Insider’s Guide to College Admissions

**Pope:** Looking beyond the Ivy League; finding the college that is right for you

Colleges that Change lives

**Robinson** Escape Essay Hell: A Step by Step Guide to Writing Narrative College Application Essays

**Ruggs** Ruggs Recommends

**Smith:** Selecting the Right College – A College President’s Advice

**\*\*\*DUE THREE (3) WEEKS BEFORE YOUR COLLEGE OR SCHOLARSHIP DEADLINE\*\*\***

INGRAHAM HIGH SCHOOL – **Brag Sheet**

Student Information Sheet (The “BragSheet”)

The information that you provide in this “brag sheet” will help your counselor and/or teacher get a better sense of who you are. Answer the following questions fully and completely. Be honest and realistic. The more detailed, self-revealing, and self-analytical your “brag sheet” is, the more helpful our responses will be in writing your recommendations. Please feel free to type up your responses.

**Name**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email Address**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Soonest Deadline Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Are you an IB Diploma Candidate**\_\_\_\_\_\_\_ **an IBX**\_\_\_\_\_\_\_

List six adjectives which you, your family, or your friends would use to describe you.

1.What makes you unique in comparison to your classmates?

2. Describe ways that you enhance/contribute to the learning environment? For example, do you help peers who are struggling, actively participate in discussions, go above and beyond what the teacher asks of you, come to class on time, meet assignment deadlines, ask for help when needed?

3. What has been your favorite school course(s) and WHY?

4. What are your personal strengths and/or most positive qualities? Explain.

5. Which course(s), if any, has/have given you the most trouble and WHY? What actions did you take to make the course(s) less troublesome?

6. Describe your extra-curricular activities including volunteer experiences. Please include leadership roles you assumed.

7. Describe how you have spent the last three summers, including any jobs you have held.

8. What do you plan to study in college?

9. Please describe any special circumstances that might have affected your high school development or describe any unusual circumstances in your life which you feel have helped to shape your character, personality, and attitudes. Circumstances might be good or bad. For example, an illness or family problem that kept you from doing your best work. Have you had an experience abroad or outdoors or in another part of the country.

10. Feel free to add anything you would like your school counselor to be aware of that has not already been mentioned:

 **Ingraham High School**

**TRANSCRIPT REQUEST FORM**

**1819 N. 135th Street, Seattle, WA 98133**

**(206) 252-3880 FAX (206) 252-3881**

**TRANSCRIPT REQUEST**

**Student Name: ID#**\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**

**E-mail Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*Graduation Year:**  **\*Before 2011, contact student records and archives at 206-252-0785.**

**>** **HOW MANY do you need?**  **OFFICIAL (Fines must be cleared!)**

Unofficial (copy only; no signature or school seal)

To include: \_\_\_\_\_\_\_ School Profile \_\_\_\_\_ Addendum \_\_\_\_\_ Class Rank

[www.Facebook.com/counselor.hust](http://www.Facebook.com/counselor.hust) / http://ingrahamhsseattleschoolsorgmodul.weebly.com/

**> Do you need an official transcript SUBMITTED TO A 3RD PARTY?**

On the reverse side of this form,

* + Please list the schools and/or organizations that need your transcript.
  + Note their deadline date.
  + Note their respective required method of submission (e.g., mailed, Common App, etc).
  + IMPORTANT: if USPS is the required method of submission, please pick up the official transcript from the Counseling Department in order to address and send to the college(s).

**>** **For current students, a** **Student or Parent Signature required when sending a transcript to a 3rd Party.**

**> For alumni (graduates) that are 18 years of age or older, only the person of record can authorize a release**

**of transcripts to a 3rd Party.**

**Please process the transcript request per the instructions noted above.**

**Student (or Alumni) Signature**

**Parent or Guardian Signature**

**OFFICIAL OFFICE USE ONLY**

**>** **FINES:** 🗖 **Amount DUE:** \_\_\_\_\_\_\_ \_ Notified \_\_\_\_\_\_\_\_\_\_\_\_\_

**>** **ITEMS DUE:** \_ \_\_\_\_\_ .

**Please list below the schools and/or scholarship organizations**

* **along with the deadline date, and**
* **the required method of submission.**

**(If not sure, check the website of the organization or the college’s admission site.)**

**Also please understand that Seattle Public Schools does not contract with Naviance or Parchment.**

**We cannot, therefore, access nor submit anything through those services.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SCHOOL/SCHOLARSHIP ORGANIZATION** | **Deadline**  **Date** | **Method of Submission:**  **(mail, Common App, etc)** | | **OFFICE USE**  **Completion Date** |
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| **COLLEGE APPLICATION TRACKING SHEET** | | **College Name** | | **College Name** | **College Name** | |
|  | |  |  | |
| **Applications** | | | | | | |
| Locate online application | |  | |  |  | |
| Common App or Institutional App? | |  | |  |  | |
| Username & Password for application | | UN:  PW: | | UN:  PW: | UN:  PW: | |
| Other requirements  (supplements, portfolio submissions, etc) | |  | |  |  | |
| Application deadline (Regular, ED, EA) | |  | |  |  | |
| Safety? Likely? Reach? | |  | |  |  | |
| Application Fee | |  | |  |  | |
| Online Application submitted | |  | |  |  | |
| Other requirements submitted | |  | |  |  | |
| **Essays** | | | | | | |
| How many essay(s) & short answer(s) | |  | |  |  | |
| Write essay(s) & short answer(s) | |  | |  |  | |
| Have two people review essay(s) | |  | |  |  | |
| Revise essay(s) | |  | |  |  | |
| **Common App – Under “Education”** | | | | | | |
| “Assign Recommenders”? | |  | |  |  | |
| Submit FERPA Waiver | |  | |  |  | |
| Clicked on “Send Invite”? | |  | |  |  | |
| **Transcript Request—students must mail his/her own transcripts** | | | | | | |
| Submit “Transcript Request Form” (located in the Counseling Office & online) to Counseling Office five (5) working days in advance  :Type needed--Official, Unofficial, Not-needed, Needed only upon admission | |  | |  |  | |
| **Test Scores – must be sent officially through testing agency** | | | | | | |
| SAT required/Date Sent | |  | |  |  | |
| ACT required/Date Sent | |  | |  |  | |
| SAT Subject Tests required/Date Sent | |  | |  |  | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **College Name** | **College Name** | **College Name** |
|  |  |  |
| **Letter of Recommendation – at least TEN WORKING DAYS in advance** | | | |
| Counselor Letter required? |  |  |  |
| Counselor Letter of Rec. requested? |  |  |  |
| Teacher Letters of Rec. required? |  |  |  |
| Fill out “The Brag Sheet”  (located in the Counseling Office & online)  Due 3 weeks prior to college deadline |  |  |  |
| Request Recommendations:  Teacher 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Teacher 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
|  |  |  |
| Follow-up w/teachers & counselor  to see if they need anything else |  |  |  |
| Send thank you notes to recommenders |  |  |  |
| **Interview – if required OR recommended** | | | |
| Interview at college |  |  |  |
| Interviewed with? Name(s) & Title(s) |  |  |  |
| Send thank you notes to interviewer(s) |  |  |  |
| **Track Your Application** | | | |
| Confirm receipt of application materials  (usually you can check your status online…  but give it at least 2 weeks after it’s sent) |  |  |  |
| Notify your counselor of the outcome! |  |  |  |
| **Federal Financial Aid – Oct. 1 Every student needs to complete financial aid applications** | | | |
| Need based aid? Merit? |  |  |  |
| Create FAFSA PIN Number  [www.pin.ed.gov](http://www.pin.ed.gov) |  |  |  |
| Priority Financial Aid deadline |  |  |  |
| Regular Financial Aid deadline |  |  |  |
| Submit FAFSA or CSS Profile (if needed) |  |  |  |
| WASFA for undocumented students  [www.readysetgrad.org](file:///C:\Users\lkhust.SEATTLESCHOOLS\AppData\Local\Temp\www.readysetgrad.org) |  |  |  |