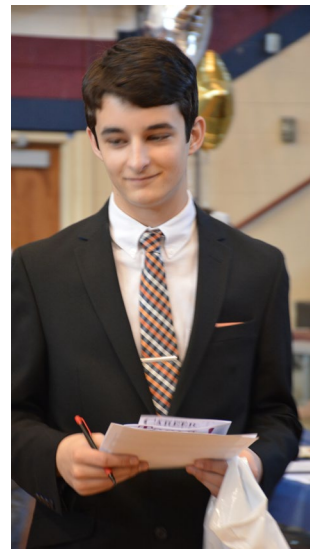
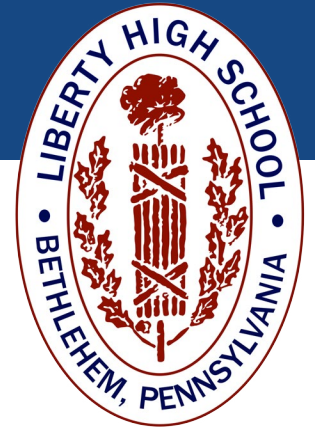


# College Planning Guide

*Liberty High School*

Class of 2018



SSC Home Page  
Go to [www-lhs.beth.k12.pa.us](http://www-lhs.beth.k12.pa.us)  
Roll Over Academics  
Click on Student Service Centers

Follow us on Twitter @LibertyGuidance

“Allow your **PASSION**  
to become your **PURPOSE**  
and it will one day become your  
**PROFESSION**”

— Gabrielle Bernstein



# COLLEGE PLANNING GUIDE

This guide is intended to help Liberty students and parents plan for and understand the entire college process. Although the information is helpful to anyone interested in attending college, it is best to begin reviewing this guide during the junior year.

## Table of Contents

<b>Junior/Senior Monthly Planner</b> .....	Pages 1-5
<b>National Testing Programs</b> .....	Pages 6-10
<b>What is Naviance Family Connection?</b> .....	Page 11
<b>NCAA Eligibility Center/Quick Reference Guide/DI/DII Eligibility Requirements</b> .....	Pages 12-17
<b>Assessing Your List of Colleges</b> .....	Page 18
<b>Choosing a Vocational School</b> .....	Pages 19-22
<b>Military Branches</b> .....	Pages 23-24
<b>Admissions Vocabulary and Procedures</b> .....	Page 25
<b>Steps for Applying to College</b> .....	Pages 26-27
<b>Visiting College Campuses</b> .....	Page 28
<b>College Interviews</b> .....	Pages 29
<b>Procedures for Meeting with Visiting College Representatives</b> .....	Page 30
<b>Scholarships and Financial Aid Resources</b> .....	Pages 31-34
<b>Internet Resources</b> .....	Pages 35-37
<b>Additional Tips</b> .....	Page 38
<b>College Data Forms</b> .....	Pages 38-42
<b>Student Guide to Letters of Recommendation</b> .....	Pages 43-46
<b>College Essay Tips</b> .....	Pages 47-48

## Spring/Summer Junior Planner

- Register and take the **SAT** and/or **ACT** at least once in the junior year. See information on the **National Testing Programs** (*pages 6-10*).
- Register for the May/June **SAT** by registering online at [www.collegeboard.org](http://www.collegeboard.org). **Fee waivers are available for students who qualify for free and reduced lunch by contacting your School Counselor.**
- Register for the **ACT** by registering online at [www.actstudent.org](http://www.actstudent.org). All colleges use the ACT as an alternative to the SAT. **Fee waivers are available for students who qualify for free and reduced lunch by contacting your School Counselor.**
- If you plan to play Division I or II college athletics, register online with the **NCAA Initial Eligibility Clearinghouse** at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net). You must send test scores directly from SAT/ACT to the Clearinghouse. The code for the Clearinghouse is **9999**.
- Register for the **Advanced Placement (AP)** tests given in May if applicable to your coursework (*see page 5 for more details*). Check the bulletin or with your SSC for registration dates.
- Make certain that you have selected the right courses for senior year.
- Make an appointment with your counselor to get an unofficial copy of your transcript. This will be helpful if you visit colleges over the summer.
- Choose meaningful activities for the summer months. If you have not completed your graduation requirement of 60 community service hours, it is strongly suggested that you do so before you start your senior year of high school.
- Evaluate colleges that interest you, keeping in mind such factors as geographic area, size of student body, tuition, and course of study. Meet with your counselor to review colleges and the application process.
- Visit colleges that are of most interest to you (top 3-5 schools). Call ahead to schedule an appointment with an Admissions Counselor and a tour. Reminder: students are allowed to have 3 excused absences during their junior & senior year to visit schools. Remember to bring a letter from your college visit stating you were there for a visit to your SSC as your excuse.
- Request information from the colleges you have not had the opportunity to visit by accessing their websites.
- Begin working on your application essays (*see pages 46-48 for suggestions and tips*).
- Begin assembling writing samples, portfolios, etc., if required by any of your top colleges.
- Start adding colleges to Family Connection under “Colleges I’m Thinking About.”
- Do scholarship searches. Gather private scholarship applications. Much of this can be done on-line (*see the **Financial Aid/Scholarship** websites on pages 31-34 of this booklet*).
- Follow @LibertyGuidance on Twitter and get information about college planning and scholarships!

## Senior Monthly Planner

### August

- The Common App goes live August 1<sup>st</sup>. If any of your college choices use The Common App, create an account and begin working on essays. Use your BASD e-mail address when you create your account.
- It is highly recommended that you take the **SAT** or **ACT** again in the fall of your senior year.

- Consider registering for the September **ACT** by registering online at [www.actstudent.org](http://www.actstudent.org). All colleges use the ACT as an alternative to the SAT. **Fee waivers are available for students who qualify for free and reduced lunch.**
- Consider registering for the October **SAT** by registering online at [www.collegeboard.org](http://www.collegeboard.org). **Fee waivers are available for students who qualify for free and reduced lunch.**
- As of October 1<sup>st</sup> the window will be open for you to apply for financial aid through [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
- Begin/continue working on your college application essays.
- Request information from the colleges you have not had the opportunity to visit by accessing their websites.
- Narrow your college list to a minimum of 5 schools.
- Continue assembling writing samples, portfolios, etc., if required by any of your top colleges.
- Continue doing scholarship searches. Gather private scholarship applications (*see the **Financial Aid/Scholarship** websites on pages 31-34 of this booklet*).
- Soon after the start of school, visit your SSC and pick up a **College Application Packet**. As a very important part of this process, every senior and parent should complete the **Parent Brag Sheet, Student Questionnaire, Permission to Release Records, and Teacher Recommendation Information Form**. Until the Permission to Release Records is returned, your counselor is not able to send transcripts to colleges. Return the forms to your counselor early in September. The information you provide on these forms is used for college recommendations and to help determine recipients of local scholarships and awards (*see pages 39-45*).

### September

- Consider registering for the November and/or December **SAT** by registering online at [www.collegeboard.org](http://www.collegeboard.org). Also consider taking the **SAT Subject Tests**. The **SAT Subject Tests** are subject area tests that are required by some colleges. Check the admissions requirements of the college(s) to which you are applying. **Subject Tests** are normally given on the same days as the **SAT**.
- Consider registering for the October **ACT** by registering online at [www.actstudent.org](http://www.actstudent.org).
- Take the September **ACT** if registered.
- Meet with your School Counselor to discuss and finalize lists of colleges. Be sure to discuss the competitiveness of each school as well as which ones you will consider for **Early Decision** or **Early Action**.
- After you apply to your list of colleges, add your colleges to “Colleges I’m Applying To” in Family Connection.
- Check the “College Visit” tab in Family Connection to see the list of colleges visiting Liberty and dates. Your printed confirmation or screenshot will be used as your pass. It is your teacher’s decision to allow you to go to the college visit. Remember, very often the admissions counselor visiting Liberty will be the same admissions counselor making a decision about your application.
- Carefully consider all financial aid opportunities reported in the daily announcements, the bulletin, and the scholarship list on Family Connection. You should be checking Family Connection often throughout your senior year; scholarships will be added as we are notified of scholarship opportunities. Check with your School Counselor about scholarship details. Pay special attention to scholarship application closing dates. State and federal financial aid applications cannot be completed until after January 1st.

- Ensure you have all of your college applications and/or access to applications online. **Note deadlines and requirements. Have your SAT/ ACT scores sent directly to the college through the SAT/ACT testing website. Liberty does not report these scores on your transcript.**
- Talk with parents about planning **College Visits** during the fall (*see page 28 for tips*). Try to do so when classes are actually in session. You can ask an admissions counselor to arrange for you to observe a class. Students are allowed to have excused absences to visit 3 schools in their junior and 3 in their senior year.

### October

- Consider registering for the November **SAT** and/or **ACT**. Also, consider taking the **SAT Subject Tests**, if required by the college(s) to which you are applying.
- Take the October **SAT** and/or **ACT**, if registered.
- Students will be able to file a 2018–19 **FAFSA** as early as Oct. 1, 2017, rather than beginning on Jan. 1, 2018. The earlier submission date will be a permanent change, enabling students to complete and submit a FAFSA as early as October 1 every year. Beginning with the 2018–19 FAFSA, students will report income information from an earlier tax year. For example, on the 2018–19 FAFSA, students (and parents, as appropriate) will report their 2016 income information, rather than their 2017 income information.
- Attend Liberty sponsored **College Fairs** at Northampton Community College or Lehigh Carbon Community College to visit with many college representatives. Visit your SSC for dates.
- Give your completed **College Application Packet** to your SSC. Packets should be handed in **at least 10 school days prior to the application deadline** to allow enough time for the SSC staff to process the necessary paperwork.
- If recommendations are needed from teachers or other individuals, you must have a face-to-face conversation with that teacher/coach asking for a letter of recommendation. You will then need to request the letter through Family Connection at least 10 school days prior to the application deadline. This will allow enough time for the individual to write a good recommendation. (Guidelines for recommendations and a **Teacher Recommendation Information Forms** are available in the **College Data Form** section of this booklet, *pages 38-45.*) **PLEASE NOTE: If you add colleges to Family Connection after your initial request for a letter of recommendation, YOU MUST NOTIFY your teacher to send their letter to the newly added college(s).**
- If applying **Early Decision** or **Early Action**, submit your applications by the appropriate deadline.
- Carefully consider all financial aid opportunities reported in the daily announcements, the bulletin and the scholarship list on Family Connection. Check with your School Counselor about scholarship details. Pay special attention to scholarship application closing dates. Gather private scholarship applications. Use financial aid calculators to estimate your aid eligibility and college costs (see the Financial Aid/Scholarship websites on *pages 36-37.*)
- Consider registering for the December **SAT** and/or **ACT**. Also consider taking the **SAT Subject Tests**.

### November

- Consider registering for the December **ACT**. Check on [www.actstudent.org](http://www.actstudent.org) or with your SSC for registration dates.
- Take the November **SAT**, if registered.
- Submit your **College Application Packet** to your counselor by the Thanksgiving recess. Your packet should be **handed in at least 10 school days prior to the application deadline** to allow enough time for the

SSC staff to process the necessary paperwork. **Remember: college applications and letters of recommendations will not be processed on weekends or during school holidays.**

### December

- Take the December **SAT** and/or **ACT**, if registered.
- Consider registering for the January **SAT**.
- This month you should receive early application decisions from colleges. If admitted, submit the appropriate information and update your Family Connection account with acceptances. If not admitted or wait-listed, there is no need to panic. Be aware of additional information requests. Reassess your list of colleges. Make certain that you have been realistic with your choices. Be sure that your safety school is a place you would actually enjoy attending.
- Attend **Financial Aid Night** at Liberty and/or Northampton Community College to learn about the different types of financial aid available. Check the bulletin online or with your SSC to find out the time and location.
- Review the information about the **FAFSA (Free Application for Federal Student Aid)** worksheet online. You may also need the **CSS Profile** if your college(s) requires it. Both the FAFSA and CSS Profile are completed on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and [profileonline.collegeboard.com/index.jsp](http://profileonline.collegeboard.com/index.jsp). Although you cannot yet complete the FAFSA, you and your parent should go to the website to get a pin number you will need when you do apply next month. Remember, there is **NO fee** for FAFSA. There is a fee to complete and submit the CSS Profile.
- Consider registering for the February **ACT**.
- Beware of January 1<sup>st</sup> deadlines. Your college packet should be handed in at least 10 school days prior to the application deadline to allow enough time for the SSC staff to process the necessary paperwork.

### January

- Complete the **FAFSA online if you have not already done so** and any other additional financial aid forms required by colleges. Failure to submit the FAFSA as early as possible can jeopardize your financial aid eligibility. Remember, **ALL** students qualify to receive a Stafford Student Loan. However, in order to be eligible to receive this loan, the FAFSA form **MUST** be completed.
- Take the January **SAT** if registered.

**SPECIAL NOTE:** At the end of this month, after the first semester ends, Midyear Reports are sent by your SSC to your chosen colleges through Family Connection. The report includes first semester grades for senior courses, a cumulative seven-semester Grade Point Average (GPA), and class rank.

### February

- If necessary, meet with your School Counselor and/or parents to discuss completion of financial aid forms.
- Give special attention to local scholarships. Information is posted on the bulletin, the website, and Family Connection. Get application forms from your counselor or apply online where indicated. Be sure to submit scholarship applications before the closing dates.
- Take the February **ACT**, if registered.
- Even though you may have been accepted, your **SAT** or **ACT** scores are still important because they may play a role in your eligibility for financial aid awards at your college that have yet to be decided upon. Therefore, it may still be in your interest to take the **SAT** or **ACT** this spring if you are competing for one of those awards. Contact your college's financial aid office to determine eligibility.

- Colleges will begin to inform you of their decisions. If accepted by more than one college, select the one you intend to enter and confirm your intention to enroll. Write to the other colleges that accepted you and inform them of your decision not to attend and thank them for their interest in you.
- During the second semester of senior year (despite "senioritis"), maintain or improve your academic performance. Colleges will look unfavorably upon students whose grades drop drastically in the second half of senior year. Admissions offices have been known to reverse a student's acceptance.
- Receive Student Aid Report (SAR) provided you submitted the **FAFSA** by February 1st. Verify that all the information contained in the report is accurate. Inaccurate information would possibly lead to reduced financial aid awards.

### **March**

- At the end of this month, your college decisions will begin to arrive. Plan for campus visits if you're trying to decide between two or more schools.
- Register for **Advanced Placement (AP)** tests given in May if applicable to your coursework (*see page 5 for more details*). Check the bulletin or with your SSC for registration dates.

### **April**

- Sit down with parents and/or your School Counselor to assess the decisions you've received. Be aware of the **May 1st** deposit deadline. Also, **keep in mind that colleges have deadlines to accept their offer**. These deadlines affect housing and program availability.
- When you have decided on what college you will attend, send in your official notification and notify your counselor. Update Family Connection with your final decision.
- Attend Open Houses/Campus Visitation Programs.
- In the unlikely event that you have not heard positive news, be aware that some schools are still receiving applications.
- If wait-listed, send appropriate communication to the colleges and universities informing them of your desire to remain on or be removed from their waiting list.

### **May**

- Take the **Advanced Placement** tests, if registered.
- Complete the Senior Survey given to you by your SSC. Some of the information you provide on the survey will be published in the Graduation Program and other information will be used to send out your final transcript.
- If you are 18 (or soon to be) and male, you should register for Selective Service at [www.sss.gov](http://www.sss.gov).

### **June**

Congratulations!!!!!!! Soon you will graduate from high school and become a college student! It is a good time to reflect on all you have been through until now and all that lies ahead. Be sure to thank those who have helped and stood by you throughout your education.



## National Testing Programs

There are six national tests that seniors should consider taking. First, **Scholastic Aptitude Test (SAT)**, is an admissions testing program that is accepted by every college and university. The SAT measures four areas: Evidence-Based Reading, Writing, Mathematics with and without a calculator, and an optional essay. Juniors generally take this test some time during their junior year and by seniors in the fall and/or winter. Registration must be completed online about five weeks prior to each test date. Although late registration is permitted, an additional fee is required. The registration form requires students to code the following numbers: HIGH SCHOOL NUMBER (390325). Fee waivers are available in the Student Service Center for students who qualify for free and reduced lunch.

Second, **many seniors take the SAT Subject Tests** in November or December. Some colleges, for admissions purposes, require SAT Subject tests, which measure knowledge in specific subject areas. Be sure to check the registration and test dates because the deadlines are the same as those for the SAT. You may take one, two, or three SAT Subject Tests on any one test date. It is recommended that you take the exam for a subject soon after completing the high school course on that subject so that the material is still fresh.

Third, the **American College Test (ACT)** is an alternative admissions testing program that is accepted by every college and university. The ACT measures four areas: English, mathematics, reading, and science reasoning. There is an optional Writing section on this test; colleges require at least one score on the writing section. If a student is satisfied with their writing score, they may opt out of taking any future writing sections on the ACT. Interested seniors should consider taking the October and/or December ACT. Registration is completed online. You must follow the registration timelines or pay an additional late fee. Fee waivers are available in the Student Service Center for students who qualify for free and reduced lunch.

Fourth, the **Advanced Placement (AP) exams** are offered to students who have taken any of the AP classes offered at Liberty. AP gives you the chance to try college-level work in high school, and to gain valuable skills and study habits for college. If you receive a qualifying grade on the AP Exam, there are thousands of colleges worldwide that will give credit or advanced placement. The AP exams take place in May at Liberty during the regular school day.

Fifth, the **Test of English as a Foreign Language (TOEFL)**, should be taken by students who speak English as a second language. The purpose of the test is to evaluate English Proficiency of the students whose native language is not English. Many colleges accept this test score in addition to the SAT.

Six, the **Armed Services Vocational Aptitude Battery (ASVAB)** is a multi-aptitude test battery with a career exploration component. The ASVAB comprises eight individual tests. Not only do you receive scores on each of these individual tests, you also receive composite scores. The ASVAB Career Exploration Program provides you with information to help you think about different career possibilities. With the student's permission, ASVAB results are shared with the military as well as with the student's School Counselor. However, the ASVAB is not only for those thinking of pursuing a career in the military. Each ASVAB test area is timed, and the whole test takes about three hours. Sophomores, juniors, and seniors in high school may take the ASVAB.

**SPECIAL NOTE:** All national tests require students to present acceptable identification before being permitted to take a test. ACCEPTABLE IDENTIFICATION IS AN ID CARD WITH THE STUDENT'S PHOTOGRAPH (SCHOOL ID CARD OR DRIVER'S LICENSE). Admission tickets are also required upon check-in. Be sure to enter accurate information when registering making sure to use the correct school and test center codes **390325** to have your scores sent directly to the colleges you are considering attending.

2017-2018 SAT **Tentative** Test Dates

May 6, 2017
June 3, 2017
August 26, 2017
October 7, 2017
November 4, 2017
December 2, 2017
March 10, 2018
May 5, 2018
June 2, 2018

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

SAT Fee: \$45.00  
SAT with Essay: \$57.00

2017-2018 ACT **Tentative** Test Dates

June 10, 2017
September 9, 2017
October 28, 2017
December 9, 2017
February 10, 2018
April 14, 2018
June 9, 2018
July 14, 2018

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

ACT Fees:  
(No Writing): \$42.50  
(Plus Writing): \$58.50

*Registration deadlines for both tests have not been published.  
Students who receive free/reduced lunch are eligible for a fee waiver.  
See your School Counselor for details.*

***Note: Please see page 8 for a table outlining differences between the SAT and ACT.***

# Differences between the SAT and ACT Exams

Test Structure and Format	ACT	New SAT
---------------------------	-----	---------

Length	3 hours, 35 min (with optional Writing Test)	3 hours, 50 minutes (with optional Essay)
Structure	4 sections (English, Math, Reading, Science) plus an Optional Essay (or Writing Test)	4 sections (Evidence-Based Reading, Writing, Math without a calculator, Math with a calculator) plus an Optional Essay

Scoring	ACT	New SAT
---------	-----	---------

Score	Composite of 1-36 based on average scores from the 4 test sections 4 scores of 1-36 for each test Optional Writing Test score of 1-36 (not included in the overall)	Score is out of 1600: 800 for Math, 800 for Evidence-Based Reading and Writing Optional Essay receives a separate score Subscores and insight scores available
-------	--	---

Wrong Answer Penalty	No penalty for wrong answers	No penalty for wrong answers
----------------------	------------------------------	------------------------------

Sending Score History	You decide which score is sent	Not yet known
-----------------------	--------------------------------	---------------

Content	ACT	New SAT
---------	-----	---------

Reading	Reading Comprehension	Reading Comprehension Words in Context Evidence Based
---------	-----------------------	---

Math	Arithmetic Algebra Geometry Algebra II Trigonometry	Algebra Data Analysis Geometry Trigonometry Algebra II
------	---	--

Content	ACT	New SAT
Science	Analysis Interpretation Evaluation Basic Content Problem Solving	Science Insight Score  Provided
Writing and Language	The Essay: Writing Test  English Test: Writing & Language multiple-choice questions	Tests grammatical and rhetorical skills
Essay	Optional final section 40 minutes Not included in composite score Topic presents conversations around contemporary issues	Optional final section 50 minutes Separate score Tests Reading, Analysis, and Writing Skills Topic comes from a 750-word passage to be read on Test Day

## ACT and SAT Concordance Table

**Table 1**

Concordance Between ACT Composite Score and Sum of SAT Critical Reading and Mathematics Scores

SAT CR+M (Score Range)	ACT Composite Score	SAT CR+M (Single Score)
1600	36	1600
1540–1590	35	1560
1490–1530	34	1510
1440–1480	33	1460
1400–1430	32	1420
1360–1390	31	1380
1330–1350	30	1340
1290–1320	29	1300
1250–1280	28	1260
1210–1240	27	1220
1170–1200	26	1190
1130–1160	25	1150
1090–1120	24	1110
1050–1080	23	1070
1020–1040	22	1030
980–1010	21	990
940–970	20	950
900–930	19	910
860–890	18	870
820–850	17	830
770–810	16	790
720–760	15	740
670–710	14	690
620–660	13	640
560–610	12	590
510–550	11	530

**Table 2**

Concordance Between ACT Combined English/Writing Score and SAT Writing Score

SAT Writing (Score Range)	ACT English/Writing Score	SAT Writing (Single Score)
800	36	800
800	35	800
770–790	34	770
730–760	33	740
710–720	32	720
690–700	31	690
660–680	30	670
640–650	29	650
620–630	28	630
610	27	610
590–600	26	590
570–580	25	570
550–560	24	550
530–540	23	530
510–520	22	510
480–500	21	490
470	20	470
450–460	19	450
430–440	18	430
410–420	17	420
390–400	16	400
380	15	380
360–370	14	360
340–350	13	340
320–330	12	330
300–310	11	310

**The College Board**

The College Board is a not-for-profit membership association whose mission is to connect students to college success and opportunity. Founded in 1900, the College Board is composed of more than 5,600 schools, colleges, universities and other educational organizations. Each year, the College Board serves seven million students and their parents, 23,000 high schools, and 3,800 colleges through major programs and services in college readiness, college admission, guidance, assessment, financial aid, enrollment, and teaching and learning. Among its best-known programs are the SAT®, the PSAT/NMSQT® and the Advanced Placement Program® (AP®). The College Board is committed to the principles of excellence and equity, and that commitment is embodied in all of its programs, services, activities and concerns.

© 2009 The College Board. College Board, Advanced Placement Program, AP, SAT and the acorn logo are registered trademarks of the College Board. inspiring minds is a trademark owned by the College Board. PSAT/NMSQT is a registered trademark of the College Board and National Merit Scholarship Corporation. All other products and services may be trademarks of their respective owners. Visit the College Board on the Web: [www.collegeboard.com](http://www.collegeboard.com).



## What Is...



## And What About...

# family connection

By now, many of you may have heard this word “Naviance”. But what does it actually mean? What is Naviance? What is the “Family Connection” you keep hearing about? Well...we would like to introduce you to Bethlehem Area School District’s newest initiative. Naviance and Family Connection opens a whole new door for students to explore and create a life plan focusing around career exploration, college searches, personal strength’s assessments, goal setting, school-wide surveys, and much more!

The “portal” that our families and students will use is called Family Connection. It is a web-based resource for students and parents that encourages and supports post high school career and college planning. Family Connection is linked with Naviance, the “portal” that Counselors, Teachers, Administrators, and Staff will use to connect with students.

Here is a sneak peek of just some amazing things this program can do for your child:

- 1) [Sign up for college visits](#). The schedule of colleges visiting Liberty in the fall is listed on Naviance, and you can sign up on Naviance and print the confirmation as your pass to attend. It is your teacher’s decision as to whether or not you are able to leave class to attend the college visit.
- 2) [SuperMatch](#) college search: Select from a number of criteria, indicate its level of importance and quickly get a response based on those criteria, including an explanation of the results.
- 3) [Colleges I’m Thinking About](#) list: You can add colleges directly to your Colleges I’m Thinking About list or you can use some of the college research tools like SuperMatch and College Search to identify some colleges that might be a good fit for you. By listing colleges that interest you, your counselor can give you some insight into how selective that college may be and if that college would match well to your academic and high school background. During your senior year, you will be able to convert the colleges that you have decided to apply to from your “Colleges I’m thinking about” list to your “Colleges I’m applying to” list.
- 4) [Roadtrip Nation](#) content: The Roadtrip Nation interview archive is a digital career exploration tool that enables students to discover new pathways, interests, and ambitions. The archive includes more than 3,500 full-length video interviews chronicling the diverse personal stories of leaders who have turned their interests into their life’s work.
- 5) [Resume Builder](#): Includes quick tips on completing a resume and thinking about future opportunities to help build the resume
- 6) [Career Interest Profiler](#) survey: The Career Interest Profiler is an online career interest assessment for students based on Holland’s interest codes.



# NCAA ELIGIBILITY CENTER QUICK REFERENCE GUIDE



## NCAA Division I Initial-Eligibility Requirements

### **Core Courses: (16)**

- **Initial full-time collegiate enrollment *before* August 1, 2016:**
  - **Sixteen (16) core courses** are required (see chart below for subject-area requirements).
- **Initial full-time collegiate enrollment *on or after* August 1, 2016:**
  - **Sixteen (16) core courses** are required (see chart below for subject-area requirements).
    - Ten (10) core courses completed before the seventh semester; seven (7) of the 10 must be in English, math or natural/physical science.
      - These courses/grades are "locked in" at start of the seventh semester (cannot be repeated for grade-point average [GPA] improvement to meet initial-eligibility requirements for competition).
  - *Students who do not meet core-course progression requirements may still be eligible to receive athletics aid and practice in the initial year of enrollment by meeting academic redshirt requirements (see below).*

### **Test Scores: (ACT/SAT)**

- Students must present a corresponding test score and core-course GPA on the sliding scale (see Page No. 2).
  - **SAT:** critical reading and math sections.
    - Best subscore from each section is used to determine the SAT combined score for initial eligibility.
  - **ACT:** English, math, reading and science sections.
    - Best subscore from each section is used to determine the ACT sum score for initial eligibility.
- All ACT and SAT attempts *before* initial full-time collegiate enrollment may be used for initial eligibility.
- **Enter 9999 during ACT or SAT registration to ensure the testing agency reports your score directly to the NCAA Eligibility Center. Test scores on transcripts will not be used.**

### **Core Grade-Point Average:**

- Only core courses that appear on the high school's List of NCAA Courses on the NCAA Eligibility Center's website ([www.eligibilitycenter.org](http://www.eligibilitycenter.org)) will be used to calculate your core-course GPA. Use this list as a guide.
- **Initial full-time collegiate enrollment *before* August 1, 2016:**
  - Students must present a corresponding test score (ACT sum score or SAT combined score) and core-course GPA (minimum 2.000) on Sliding Scale A (see Page No. 2).
  - Core-course GPA is calculated using the **best 16 core courses** that meet subject-area requirements.
- **Initial full-time collegiate enrollment *on or after* August 1, 2016:**
  - Students must present a corresponding test score (ACT sum score or SAT combined score) and core-course GPA (minimum 2.300) on Sliding Scale B (see Page No. 2).
  - Core-course GPA is calculated using the **best 16 core courses** that meet both progression (10 before seventh semester; seven in English, math or science; "locked in") and subject-area requirements.

<b>DIVISION I Core-Course Requirement (16)</b>	
4	years of English
3	years of math (Algebra I or higher)
2	years of natural/physical science (1 year of lab if offered)
1	year of additional English, math or natural/physical science
2	years of social science
4	years of additional courses (any area above, foreign language or comparative religion/philosophy)

<b>DIVISION I – 2016 Qualifier Requirements</b>	
<i>*Athletics aid, practice, and competition</i>	
•	16 core courses <ul style="list-style-type: none"> <li>○ Ten (10) core courses completed before the start of seventh semester. Seven (7) of the 10 must be in English, math or natural/physical science.               <ul style="list-style-type: none"> <li>▪ "Locked in" for core-course GPA calculation.</li> </ul> </li> </ul>
•	Corresponding test score (ACT sum score or SAT combined score) and core-course GPA (minimum 2.300) on Sliding Scale B (see Page No. 2).
•	Graduate from high school.

<b>DIVISION I – 2016 Academic Redshirt Requirements</b>	
<i>*Athletics aid and practice (no competition)</i>	
•	16 core courses <ul style="list-style-type: none"> <li>○ No grades/credits "locked in" (repeated courses after the seventh semester begins may be used for initial eligibility).</li> </ul>
•	Corresponding test score (ACT sum score or SAT combined score) and core-course GPA (minimum 2.000) on Sliding Scale B (see Page No. 2).
•	Graduate from high school.

<b>Sliding Scale A</b>		
<i>Use for Division I prior to August 1, 2016</i>		
<b>NCAA DIVISION I SLIDING SCALE</b>		
<b>Core GPA</b>	<b>SAT</b>	<b>ACT Sum</b>
	<b>Verbal and Math ONLY</b>	
3.550 & above	400	37
3.525	410	38
3.500	420	39
3.475	430	40
3.450	440	41
3.425	450	41
3.400	460	42
3.375	470	42
3.350	480	43
3.325	490	44
3.300	500	44
3.275	510	45
3.250	520	46
3.225	530	46
3.200	540	47
3.175	550	47
3.150	560	48
3.125	570	49
3.100	580	49
3.075	590	50
3.050	600	50
3.025	610	51
3.000	620	52
2.975	630	52
2.950	640	53
2.925	650	53
2.900	660	54
2.875	670	55
2.850	680	56
2.825	690	56
2.800	700	57
2.775	710	58
2.750	720	59
2.725	730	59
2.700	730	60
2.675	740-750	61
2.650	760	62
2.625	770	63
2.600	780	64
2.575	790	65
2.550	800	66
2.525	810	67
2.500	820	68
2.475	830	69
2.450	840-850	70
2.425	860	70
2.400	860	71
2.375	870	72
2.350	880	73
2.325	890	74
2.300	900	75
2.275	910	76
2.250	920	77
2.225	930	78
2.200	940	79
2.175	950	80
2.150	960	80
2.125	960	81
2.100	970	82
2.075	980	83
2.050	990	84
2.025	1000	85
2.000	1010	86

<b>Sliding Scale B</b>		
<i>Use for Division I beginning August 1, 2016</i>		
<b>NCAA DIVISION I SLIDING SCALE</b>		
<b>Core GPA</b>	<b>SAT</b>	<b>ACT Sum</b>
	<b>Verbal and Math ONLY</b>	
3.550	400	37
3.525	410	38
3.500	420	39
3.475	430	40
3.450	440	41
3.425	450	41
3.400	460	42
3.375	470	42
3.350	480	43
3.325	490	44
3.300	500	44
3.275	510	45
3.250	520	46
3.225	530	46
3.200	540	47
3.175	550	47
3.150	560	48
3.125	570	49
3.100	580	49
3.075	590	50
3.050	600	50
3.025	610	51
3.000	620	52
2.975	630	52
2.950	640	53
2.925	650	53
2.900	660	54
2.875	670	55
2.850	680	56
2.825	690	56
2.800	700	57
2.775	710	58
2.750	720	59
2.725	730	60
2.700	740	61
2.675	750	61
2.650	760	62
2.625	770	63
2.600	780	64
2.575	790	65
2.550	800	66
2.525	810	67
2.500	820	68
2.475	830	69
2.450	840	70
2.425	850	70
2.400	860	71
2.375	870	72
2.350	880	73
2.325	890	74
2.300	900	75
2.299	910	76
2.275	910	76
2.250	920	77
2.225	930	78
2.200	940	79
2.175	950	80
2.150	960	81
2.125	970	82
2.100	980	83
2.075	990	84
2.050	1000	85
2.025	1010	86
2.000	1020	86

For more information, visit [www.eligibilitycenter.org](http://www.eligibilitycenter.org) or [www.2point3.org](http://www.2point3.org).



# NCAA ELIGIBILITY CENTER QUICK REFERENCE GUIDE



## Division II Initial-Eligibility Requirements

### Core Courses

- **Division II currently requires 16 core courses.** See the chart below.
- **Beginning August 1, 2018**, to become a full or partial qualifier for Division II, all college-bound student-athletes must complete the 16 core-course requirement.

### Test Scores

- **Division II** currently requires a minimum SAT score of 820 or an ACT sum score of 68. **Beginning August 1, 2018**, Division II will use a sliding scale to match test scores and core-course grade-point averages (GPA). The sliding scale for those requirements is shown on Page No. 2 of this sheet.
- The SAT score used for NCAA purposes includes **only** the critical reading and math sections. The writing section of the SAT is not used.
- The ACT score used for NCAA purposes is a **sum** of the following four sections: English, mathematics, reading and science.
- **When you register for the SAT or ACT, use the NCAA Eligibility Center code of 9999 to ensure all SAT and ACT scores are reported directly to the NCAA Eligibility Center from the testing agency. Test scores that appear on transcripts will not be used.**

### Grade-Point Average

- Be sure to look at your high school's List of NCAA Courses on the NCAA Eligibility Center's website ([www.eligibilitycenter.org](http://www.eligibilitycenter.org)). Only courses that appear on your school's approved List of NCAA Courses will be used in the calculation of the core GPA. Use the list as a guide.
- The current **Division II** core GPA requirement is a minimum of 2.000. **Division II** core GPA required to be eligible for competition on or after August 1, 2018, is 2.200 (corresponding test-score requirements are listed on the Sliding Scale on Page No. 2 of this sheet).
- The minimum **Division II** core GPA required to receive athletics aid and practice as a partial qualifier on or after August 1, 2018, is 2.000 (corresponding test-score requirements are listed on the Sliding Scale on Page No. 2 of this sheet).
- Remember, the NCAA core GPA is calculated using NCAA core courses only.

<b>DIVISION II 16 Core Courses</b>	
3	years of English.
2	years of mathematics (Algebra I or higher).
2	years of natural/physical science (1 year of lab if offered by high school).
3	years of additional English, mathematics or natural/physical science.
2	years of social science.
4	years of additional courses (from any area above, foreign language or comparative religion/philosophy).

<b>DIVISION II COMPETITION SLIDING SCALE</b>		
<i>Use for Division II beginning August 1, 2018</i>		
<b>Core GPA</b>	<b>SAT</b> Verbal and Math ONLY	<b>ACT Sum</b>
3.300 & above	400	37
3.275	410	38
3.250	420	39
3.225	430	40
3.200	440	41
3.175	450	41
3.150	460	42
3.125	470	42
3.100	480	43
3.075	490	44
3.050	500	44
3.025	510	45
3.000	520	46
2.975	530	46
2.950	540	47
2.925	550	47
2.900	560	48
2.875	570	49
2.850	580	49
2.825	590	50
2.800	600	50
2.775	610	51
2.750	620	52
2.725	630	52
2.700	640	53
2.675	650	53
2.650	660	54
2.625	670	55
2.600	680	56
2.575	690	56
2.550	700	57
2.525	710	58
2.500	720	59
2.475	730	60
2.450	740	61
2.425	750	61
2.400	760	62
2.375	770	63
2.350	780	64
2.325	790	65
2.300	800	66
2.275	810	67
2.250	820	68
2.225	830	69
2.200	840 & above	70 & above

<b>DIVISION II PARTIAL QUALIFIER SLIDING SCALE</b>		
<i>Use for Division II beginning August 1, 2018</i>		
<b>Core GPA</b>	<b>SAT</b> Verbal and Math ONLY	<b>ACT Sum</b>
3.050 & above	400	37
3.025	410	38
3.000	420	39
2.975	430	40
2.950	440	41
2.925	450	41
2.900	460	42
2.875	470	42
2.850	480	43
2.825	490	44
2.800	500	44
2.775	510	45
2.750	520	46
2.725	530	46
2.700	540	47
2.675	550	47
2.650	560	48
2.625	570	49
2.600	580	49
2.575	590	50
2.550	600	50
2.525	610	51
2.500	620	52
2.475	630	52
2.450	640	53
2.425	650	53
2.400	660	54
2.375	670	55
2.350	680	56
2.325	690	56
2.300	700	57
2.275	710	58
2.250	720	59
2.225	730	60
2.200	740	61
2.175	750	61
2.150	760	62
2.125	770	63
2.100	780	64
2.075	790	65
2.050	800	66
2.025	810	67
2.000	820 & above	68 & above

For more information, visit the NCAA Eligibility Center website at [www.eligibilitycenter.org](http://www.eligibilitycenter.org).

## Division I Worksheet

This worksheet is provided to assist you in monitoring your progress in meeting NCAA initial-eligibility standards. The NCAA Eligibility Center will determine your academic status after you graduate. Remember to check your high school's list of NCAA-approved courses for the classes you have taken.

Use the following scale: A = 4 quality points; B = 3 quality points; C = 2 quality points; D = 1 quality point.

### English (4 years required)

10/7	Course Title	Credit	X	Grade	=	Quality Points (multiply credit by grade)
✓	Example: English 9	.5		A		$(.5 \times 4) = 2$
<b>Total English Units</b>						<b>Total Quality Points</b>

### Mathematics (3 years required)

10/7	Course Title	Credit	X	Grade	=	Quality Points (multiply credit by grade)
	Example: Algebra 1	1.0		B		$(1.0 \times 3) = 3$
<b>Total Mathematics Units</b>						<b>Total Quality Points</b>

### Natural/physical science (2 years required)

10/7	Course Title	Credit	X	Grade	=	Quality Points (multiply credit by grade)
<b>Total Natural/Physical Science Units</b>						<b>Total Quality Points</b>

### Additional year in English, mathematics or natural/physical science (1 year required)

10/7	Course Title	Credit	X	Grade	=	Quality Points (multiply credit by grade)
<b>Total Additional Units</b>						<b>Total Quality Points</b>

### Social science (2 years required)

10/7	Course Title	Credit	X	Grade	=	Quality Points (multiply credit by grade)
<b>Total Social Science Units</b>						<b>Total Quality Points</b>

### Additional academic courses (4 years required)

10/7	Course Title	Credit	X	Grade	=	Quality Points (multiply credit by grade)
<b>Total</b>	<b>Total Additional Academic Units</b>					<b>Total Quality Points</b>

Total Quality Points from each subject area / Total Credits = Core-Course GPA

	Quality Points	/	Credits	=	Core-Course GPA
--	----------------	---	---------	---	-----------------

**Core-Course GPA (16 required)** Beginning August 1, 2016, 10 core courses must be completed before the seventh semester and seven of the 10 must be a combination of English, math or natural or physical science for competition purposes. Grades and credits may be earned at any time for academic redshirt purposes.

## Division II Worksheet

This worksheet is provided to assist you in monitoring your progress in meeting NCAA initial-eligibility standards. The NCAA Eligibility Center will determine your academic status after you graduate. Remember to check your high school's list of NCAA-approved courses for the classes you have taken.

Use the following scale: A = 4 quality points; B = 3 quality points; C = 2 quality points; D = 1 quality point.

### English (3 years required)

Course Title	Credit	X	Grade	=	Quality Points (multiply credit by grade)
Example: English 9	.5		A		$(.5 \times 4) = 2$
<b>Total English Units</b>					<b>Total Quality Points</b>

### Mathematics (2 years required)

Course Title	Credit	X	Grade	=	Quality Points (multiply credit by grade)
Example: Algebra 1	1.0		B		$(1.0 \times 3) = 3$
<b>Total Mathematics Units</b>					<b>Total Quality Points</b>

### Natural/physical science (2 years required)

Course Title	Credit	X	Grade	=	Quality Points (multiply credit by grade)
<b>Total Natural/Physical Science Units</b>					<b>Total Quality Points</b>

### Additional years in English, math or natural/physical science (3 years required)

Course Title	Credit	X	Grade	=	Quality Points (multiply credit by grade)
<b>Total Additional Units</b>					<b>Total Quality Points</b>

### Social science (2 years required)

Course Title	Credit	X	Grade	=	Quality Points (multiply credit by grade)
<b>Total Social Science Units</b>					<b>Total Quality Points</b>

### Additional academic courses (4 years required)

Course Title	Credit	X	Grade	=	Quality Points (multiply credit by grade)
<b>Total Additional Academic Units</b>					<b>Total Quality Points</b>
Total Quality Points from each subject area / Total Credits = Core-Course GPA		/		=	
	Quality Points	/	Credits	=	Core-Course GPA

## Assessing your List of Colleges

As you develop a list of colleges that interest you, be sure you can answer these questions about them.

### The basics

- Where is the college? Can you locate it on a map? Is it too close to home? Is it too far?
- Have you taken the coursework the college requires for admission?
- What size is the college? How many students are undergraduates?
- Does the college offer majors that interest you?
- What percentage of students lives off campus?
- How many of the students graduate in 4 years? 5 years? 6 years?
- How many first-year students return for their sophomore year?
- How much is the total (housing, meals, etc.) expense?

### Where would you fit in?

- What are the college's average SAT or ACT scores for incoming freshman? Where does that place you?
- Does the college require SAT Subject Tests?
- What was the high school GPA of most of the freshman last year?
- Are freshman guaranteed on-campus housing?
- Are there extracurricular activities that interest you?

### Visit the college web sites, read the guidebooks, and look at their literature

- What are their strong academic programs? (Ask college reps, students, and graduates.)
- What courses are required for graduation?
- Are the courses you need/want available each semester?
- Are there special programs that interest you (study abroad, internships.)?
- What is the social life like?
- What is your general impression of the college?
- Is the school accredited?

### Admissions Process

- When are the applications due?
- Does the college accept the Common Application?
- Does it require supplemental forms?
- What does the application require? Are essays required?
- Is an interview suggested or required?
- When may you visit the college? When are the open houses?
- What are the financial aid deadlines? What forms are required?

### Now answer these questions

- Am I a strong candidate for admission to this college?
- If I am not a strong candidate, what are my chances?
- Do I want to visit this college?
- What additional information do I need?



# Choosing a Vocational School

Vocational schools, also known as trade or career schools, and correspondence schools can be a great way to train for a variety of jobs. But not all these schools are reputable. Research any school you hope to attend, its training program, its record of job placement for graduates, and its fees before you commit.

- What Are Vocational and Correspondence Schools?
- Is a Vocational School Right for You?
- Before You Enroll
- Review the Contract
- Financial Aid and Loans
- Report a Problem

## What Are Vocational and Correspondence Schools?

Vocational schools and correspondence schools train students for a variety of skilled jobs, including jobs as automotive technicians, medical assistants, hair stylists, interior designers, electronics technicians, paralegals, and truck drivers. Some schools also help students identify prospective employers and apply for jobs.

While many of these schools are reputable and teach the skills necessary to get a good job, others may not be. They may promise more than they can deliver to increase enrollment — and their bottom line.

They may mislead prospective students about:

- the salary potential of jobs in certain fields
- the availability of jobs
- the extent of their job training programs
- the qualifications of their staff
- the nature of their facilities and equipment
- their connections to businesses and industries

## Is a Vocational School Right For You?

To decide whether a career school is right for you, consider whether you need more training for the job you want. It's possible you can learn the skills you need on the job. Look at ads for positions that you're interested in. Then call the employers to learn what kinds of training and experience will be meaningful, and whether they recommend any particular programs.

### What other options do you have?

Look into alternatives, like **community colleges**. The tuition may be less than at private schools. Also, some businesses offer education programs through **apprenticeships** or on-the-job training.

Also, compare the information from other schools to learn what is required to graduate, and what you'll get

when you graduate — a certificate in your chosen field or eligibility for a clinical or other externship? Are licensing credits you earn at the school transferable?

Remember that a school is not an employment agency. No school can guarantee you a job when you graduate.

## Before You Enroll

It's a good idea to do some homework before you commit to a program. You want to make sure the program you enroll in is reputable and trustworthy. Find out:

### What the facilities are like

Find out as much as you can about the school's facilities. Visit in person and ask to see the classrooms and workshops. Also, ask about the types of equipment — like computers and tools — that students use for training. Is the training equipment the same that's used in the industry? Call some companies to find out.

### What the school provides

Are there supplies and tools that you must buy? If you need help overcoming language barriers or learning disabilities, find out if the school provides help, and at what cost?

### Who the instructors are

Ask about the instructors' qualifications and the size of classes. Sit in on a class to observe whether the students are engaged and the teacher is interesting. Talk to other students about their experience.

### What the program's success rate is

Get some idea of the program's success rate. Ask about:

- **Completion rate:** what percentage of students complete the program? A high dropout rate could mean students don't like the program.
- **Job placement:** how many graduates find jobs in their chosen field? What is the average starting salary?
- **Debt on graduation:** of the recent graduates who borrowed money to attend the school, what percent are delinquent in paying back those loans?
- **Students' experiences:** can you get a list of recent graduates to ask about their experiences with the school?

### What the total cost is

Will you pay by course, semester, or program? What about fees for dropping or adding a class? In addition to tuition, what will you pay for books, equipment, uniforms, lab fees, or graduation fees?

If you need financial assistance, find out whether the school provides it, and if so, what it offers. The U.S. Department of Education administers several major student aid programs in the forms of grants, loans, and work-study programs. About two-thirds of all student financial aid comes from these programs. Get details at [studentaid.gov](http://studentaid.gov).

### If the school is licensed and accredited

Ask for names and phone numbers of the school's licensing and accrediting organizations, and check with them to see whether the school is up-to-date.

**Licensing** is handled by state agencies. In many states, private vocational schools are licensed through the state Department of Education. Truck driver training schools, on the other hand, may be licensed by the state transportation department. Ask the school which state agency handles its licensing.

**Accreditation** usually is through a private education agency or association that has evaluated the program and verified that it meets certain requirements. Accreditation can be an important clue to a school's ability to provide

appropriate training and education — if the accrediting body is reputable. Your high-school guidance counselor, principal, or teachers, or someone working in the field you're interested in, may be able to tell you which accrediting bodies have worthy standards.

You also can search online to see if a school is accredited by a legitimate organization. Two reliable sources to check are the:

- [Database of Accredited Postsecondary Institutions and Programs](#), posted by the U.S. Department of Education
- [Council for Higher Accreditation database](#)

Also find out whether two- or four-year colleges accept credits from the school you're considering. If reputable schools and colleges say they don't, it may be a sign that the vocational school is not well-regarded.

### **If the school gets many complaints**

Check with the [Attorney General's office](#), in the state where you live and in the state where the school is based, and with the state department of education to see whether a lot of complaints have been filed against the school. Though keep in mind that a lack of complaints may not mean that the school is without problems. Unscrupulous businesses or businesspeople often change names and locations to hide complaint histories.

## **Review the Contract**

Before you decide on a program, read the materials carefully, including the contract. Check to see whether you can cancel within a few days of signing up and, if so, how to go about it. If the school refuses to give you documents to review beforehand, don't enroll. A legitimate program shouldn't pressure you to sign up.

Also, if a school official's spoken promises are different from the program's written materials, consider it a red flag. If the promises aren't in writing, the school can deny ever having made them.

## **Financial Aid and Loans**

To pay for a vocational training program, you can apply for financial aid through the school's financial aid program. If you take out a loan, be sure you read the agreement and understand the terms of repayment before you sign. Is the lender the federal government, the school, or another private entity? **Ask whether you can apply for a federal government loan; it may have better terms** — find out more at [studentaid.gov](#). Know:

- how much you are borrowing, and what the interest rate is
- when repayment begins
- how much each payment will be
- how long you have to repay the loan

You're responsible for paying off the loan whether or not you complete the training program. If you don't pay off the loan, you may run into some serious problems. For example:

- You may not be able to get credit later on to buy a house or car, or get a credit card
- You may not be able to get a loan or grant at another school later on
- Your employer may deduct payments from your paycheck automatically to repay the loan
- The IRS could confiscate your federal tax refunds
- You could be sued for the money you owe

## **Report a Problem**

If you're not satisfied with the quality of the instruction or training you receive from a vocational or



correspondence school, talk to faculty members or the school administration. If your dissatisfaction relates to your contract with the school, try to resolve your dispute with the school. If that doesn't work, you can file a complaint with the:

- school's accrediting organizations
- state licensing agency, state board of education, and the state's education department
- U.S. Department of Education, if you are receiving federal financial aid to pay for the school training.  
To file a complaint, go to [ed.gov/misused](http://ed.gov/misused) or call 1-800-MIS-USED (1-800-647-8733).

You also can report the problem to your state Attorney General and the FTC.

August 2012

## Military Branches

### U.S. Army

The Army's mission is to protect the security of the United States and its vital resources. The Army is constantly ready to defend American interests and the interests of our allies through land-based operations anywhere in the world. Today's "Army of Excellence" is a military force with 69,000 officers, 11,500 warrant officers, and 450,000 enlisted soldiers. Army men and women work in a variety of jobs ranging from general administration to the operations and maintenance of the Army's many thousands of weapons, vehicles, aircraft carriers, and technical electronic systems.

Find out more about the U.S. Army at [GoArmy.com](http://GoArmy.com) or 1.888.550.ARM.Y.

**Local Recruiter:** SSG Aaron Oxenford, 1822 Stefko Blvd, Bethlehem, Pa 18017 (610)691-5910

### Army National Guard

The federal mission of the Army National Guard is to be prepared to be called to active duty as a reserve of the Army. The U.S. Constitution designates a second mission to each state's National Guard. That mission ensures that the Pennsylvania National Guard is organized to assist the Governor of Pennsylvania during times of natural or other state emergencies. Upon mobilization, the state Guard comes under the control of the Army. Nationally, there are approximately 36,500 officers, 7,700 warrant officers, and about 313,500 enlisted members.

Find out more about the Army National Guard by contacting a local recruiter.

**Local Recruiter:** SSG William Bricker, 1501 W Allen St, Allentown, Pa 18102 (610) 984-7092

### U.S. Navy

The U.S. Navy plays an important role in helping to maintain the freedom of the United States. The Navy defends the right to travel and trade freely on the world's oceans and protects our country and national interests overseas during times of international conflict. The Navy is a large and diverse organization, consisting of 371,000 officers and enlisted members. Navy personnel operate and repair more than 320 ships and 4,000 aircraft. They serve on ships at sea, on submarines under the sea, in aviation positions on land and sea, and at shore bases around the world.

Find out more at [Navy.com](http://Navy.com) or 1.800.USA.NAVY.

**Local Recruiter:** PO1 Casey Smith, 217 W Hamilton St., Allentown, Pa 18101 (610) 439-8436

## **U.S. Air Force**

The U.S. Air Force defends the United States through control and exploitation of air and space. The Air Force flies and maintains aircraft, such as long-range bombers, supersonic fighters, Airborne Warning and Control System (AWACS) aircraft, and many others to protect the interests of America and its allies. Almost 400,000 highly trained officers and airmen compose today's Air Force. The Air Force recruits approximately 30,000 to 40,000 men and women each year to fill openings in hundreds of Air Force careers.

Find out more at [AirForce.com](http://AirForce.com) or 1.800.423.USAF.

**Local Recruiter:** SSG Francisco Garcia, 19 E Elizabeth Ave, Bethlehem, Pa 18018 (610) 865-0333

## **U.S. Marine Corps**

The U.S. Marine Corps has grown to become one of the most elite fighting forces in the world. Approximately 174,000 officers and enlisted Marines fly planes and helicopters, operate radar equipment, drive armored vehicles, and gather intelligence along with hundreds of other jobs. Each year, the Marine Corps recruit 41,000 men and women to fill job openings. Training programs offer challenging and progressive skill development with emphasis on the development of mental strength and physical prowess.

Find out more at [Marines.com](http://Marines.com) or 1.800.MARINES.

**Local Recruiter:** SSG Brian E. Smart, [Brian.Smart@marines.usmc.mil](mailto:Brian.Smart@marines.usmc.mil)  
3031 William Penn Hwy, Easton, PA 18045 (484) 634-2537

## **U.S. Coast Guard**

The U.S. Coast Guard's mission is to protect America's coastlines and inland waterways by enforcing customs and fishing laws, combating drug smuggling, conducting search and rescue missions, maintaining light houses, and promoting boat safety. The Coast Guard is part of the Department of Transportation and in times of war, may be commissioned to the Department of Defense under the command of the Navy. There are approximately 5,580 commissioned officers, 1,490 warrant officers, and more than 27,130 enlisted members. Each year, the Coast Guard has opening for more than 4,000 men and women in a wide range of careers.

Find out more at [GoCoastGuard.com](http://GoCoastGuard.com) or 1.877.NOW.USCG.

**Local Recruiter:** PO1 Ryan Frantz, 183 Franklin Mills Blvd, Philadelphia, Pa (215) 632-0568

## Admissions Vocabulary and Procedures

There are a number of procedures that colleges use for admissions purposes. These procedures vary from college to college, so it is important to find out which procedures refer to you. Below are descriptions of the most common procedures used by colleges.

**Regular Admission** - Most colleges require applications to be submitted before a specific deadline, at which time the admissions committee begins to consider the credentials of all applicants.

**Rolling Admissions** - An increasing number of colleges utilize a system whereby each applicant is notified of his/her acceptance or rejection as soon as the application credentials are complete and the admissions committee has reviewed the application. Although each institution may have a final application deadline, when a student will know the status of the application is based on when he/she submitted the application, not the deadline. Students should prioritize their applications to all rolling admissions colleges, as these colleges begin almost immediately to seat their classes.

**Early Decision** - A limited number of colleges follow a procedure whereby a student may apply to his first-choice college in September of his senior year and be notified of his acceptance or rejection in December. Early decision is binding; you may only apply to one college early decision. Some colleges allow an applicant to file applications with other colleges, but if the application under early decision is accepted, all applications to other colleges must be withdrawn. Candidates who are not accepted under a college's early decision plan are usually considered, with the candidate's permission, under the regular admissions procedures after the application deadline. Only a small percentage of the entering freshman class is selected under the early decision plan.

**Early Action** - The early action plan used by several of the country's most competitive colleges, allows a student to apply early in the fall of the senior year for consideration based upon work completed through the end of the junior year. It is similar to early decision, but early action has **one very different feature**. It is not binding. That is, even if accepted, a student who has filed an early action application is free to file applications for admission to other colleges and can defer making a commitment to the college until May 1. Be sure to read and understand the terms of this type of application before you submit the form.

**Candidate's Reply Date Agreement** - Many colleges distribute acceptances in early April and have agreed to wait until a prescribed date in May to require an accepted candidate to reply to college offers. This agreement enables students to wait for replies on most of their applications without feeling that they must commit themselves to one college before knowing all of the alternatives.

**Waiting List** - In addition to accepting and rejecting applicants, many colleges place students on a waiting list for admission. In so doing, the college is telling the applicant that there are not enough places on campus for all the qualified students. After being accepted, some applicants will decide to attend other colleges. The school will then offer their places to students from the waiting list. Inevitably, a certain percentage of those originally accepted choose to study elsewhere so that a percentage of those on the waiting list may receive acceptances.

**Common Application** – The Common Application is a comprehensive application used to apply to more than one school. Like most applications, the Common Application consists of personal and family information, test information, a teacher evaluation, a school report, academic honors, work experience, a personal essay, and extracurricular, personal, and volunteer activities. Visit [www.commonapp.org](http://www.commonapp.org) for details on how this application works. This website also lists the 500+ colleges that accept the Common Application. You must link your Common App and Family Connection accounts. You must use your BASD e-mail address for both accounts.


# STEPS FOR APPLYING TO COLLEGE

*\*\*Please keep this sheet for your records. You should follow these steps for applying to college and using Family Connection to request important documents be sent to the colleges/universities of your choosing. Your counselor and teachers may reference the attached documents (parent brag sheet, student questionnaire, and teacher recommendation information form) when writing a college recommendation letter.*

## **Before you apply to a college:**

1. Visit your SSC for a College Application Packet.
2. With your parents, complete the required Release of Information, Parent/Guardian Brag Sheet\*, and Student Questionnaire\* and return them in the folder to your SSC Secretary. Your counselor is unable to process your transcript, recommendation, and other required document requests until this paperwork has been returned.
3. The following document must be submitted to a teacher if you wish to have him/her complete a letter of recommendation:
  - a. Teacher Recommendation Information Form\*
4. Apply to Colleges/Universities of your choice through the Colleges' websites or through the Common App website. We recommend using Common App if you have at least 2 colleges that are "Common App" schools.

## **After you have applied to a college:**

5. Visit [www-lhs.beth.k12.pa.us](http://www-lhs.beth.k12.pa.us). Select Naviance Family Connection from the *Academics* dropdown to access the login page for Family Connection.
6. Log in to Family Connection using the following format:  
e-mail: BASD followed by your ID # (i.e. BASD123456)  
password: visit your student service center for password
7. Click Colleges I'm Applying To in the College tab.
8. Click Add To This List.
9. Click the "Type" dropdown menu and select the type of application you submitted (i.e. Regular Decision, Early Decision, Early Action). This is extremely important as it alerts your counselor of earlier deadlines for transcripts to be sent.
10. Check "Request Transcript" box (*Important: If you do not see this option, please visit your Student Service Center and speak with the SSC Secretary. This option will not display until your Release of Information has been processed*).
11. Click the Look Up hyperlink, search for your college in the College Picker guide, and click that college hyperlink.
12. Check "I Have Submitted My Application" box beside each College to which you applied.
13. Once complete with adding all Colleges to which you applied, click the Add Colleges button at the bottom of the page.
14. If you see a stamp icon (  ) after adding a college to your list, please be sure to submit one large envelope (9" x 12"), two business size envelopes, and a total of 5 stamps to your Student Service Center secretary. You *must* place your full name on the inside flaps of the envelopes so the secretaries know the envelopes belong to you.
15. You are also responsible for sending your SAT/ACT scores to each college for which you apply. Go to [www.collegeboard.com](http://www.collegeboard.com) for SAT and/or [www.actstudent.org](http://www.actstudent.org) for ACT. *Counselors cannot submit these scores.*

(\*) Indicates an optional document – please know that these documents are required if you are completing an application via Common App website OR if you wish to have your counselor complete a letter of recommendation

**\*\*REQUESTS FOR TRANSCRIPTS AND RECOMMENDATIONS MUST BE MADE AT LEAST 10 SCHOOL DAYS BEFORE THE COLLEGE DEADLINE. Remember, applications will not be processed on school holidays or weekends. You can monitor the progress of your requested documents through your Family Connection page.\*\***

### Using the Common App to apply to College?

In your Family Connection account, you will be able to add your Common Application Colleges. Common Application colleges can be added any time after completing the Common Application registration process. If you apply to colleges through Common App, always remember to add these colleges in Family Connection.

**\*\*Special Note:** Correctly matching your email address to Family Connection and Common App is essential. Use your BASD email address for your Common App account. This will ensure your Common App and Family Connection accounts are linked.

1. Visit [www.commonapp.org](http://www.commonapp.org).
2. Click Creat An Account on the right side of the Common App website.
3. Complete the Common Application registration process.

**\*\*Special Note:** In order for your Student Service Center to process and submit documents to Common Application colleges electronically, students must do the following:

4. Complete the registration process on the Common Application website.
5. Complete the FERPA Agreement Form in your Common Application Account.
6. Add the Common Application College(s) you are applying to in your Common Application account.
7. Exit the Common Application website and return to your Family Connection account.

Next, you will have to match your Common App account to your Family Connection account. **This can only be done once you have registered through Common App and completed the above steps.**

8. Click the College tab.
9. Locate the “Common App Account Matching” section and type your Common App Email address (your BASD email address) and your exact date of birth in order for your account to match correctly.
10. Click Match.

### Teacher Recommendation Request Process:

1. Student must speak (in person) to the teacher(s) of whom you are requesting to write a letter of recommendation. Give the teacher a completed Teacher Information Form. Provide them with at least 10 school days to write and send their letter.
2. To request a letter of recommendation (required for LHS teachers/administrators):
  - a. From the Colleges tab in Family Connection, click on link titled “**Letters of Recommendation.**”
  - b. On the recommendation request page, click on the blue **Add Request** button to submit requests, one teacher at a time or for all application.
  - c. The student should select a teacher from the drop-down list. (only LHS teachers are listed)
  - d. Student check one or more boxes to indicate where the teacher should be sending the letter of recommendation. **Be CAREFUL about the maximum number of letters a college will accept! Once the maximum number is sent, no more letters can be submitted.**
  - e. Students can add a personal note to the teacher, highlighting any important aspects of their applications (such as specific schools they want their letter sent to, early decision/action applications) that they may want the teacher to consider when writing a letter of recommendation.
3. Click the **Save** button at the bottom of the screen which returns students to the recommendation status page. At the top of the screen, a green status bar shows the teacher's name and the number of request for the student.
4. From here, a student will see the status for all Teacher Recommendations requests that have been made.

**\*\*Special Note:** If you add additional colleges, please send an email to notify the requested teachers/counselors of the new addition. Your letter will not be sent to these colleges if you do not notify the teachers.

## Visiting College Campuses

The value of visiting a college lies in providing you and your family with a first-hand impression about the people, programs, facilities for living and learning, and by discussing your college plans with a college official. Your presence on the campus, your readiness to talk about yourself and your college plans, and your desire to seek information about the "rightness" of the college for you are important indications of your serious interest in the college. Reminder: students are allowed 3 excused absences in each their junior and senior year to visit schools. Please notify your SSC about your college visits with a letter from the college stating you were there for a visit to use as your excuse.

### *Just Before Your Visit*

- Read the catalog, especially the section on admission requirements.
- Take an unofficial transcript with you.
- Do some "homework" on the school.
- Know where you are going, and allow enough time to get there.

### *Tips For Your Visit*

- Allow enough time to get the "feel" of the campus. A two-hour visit should give ample opportunity for a fairly extensive tour plus a chat with the admissions office. (In general, it's a good idea to limit yourself to touring two or three colleges in a single day).
- Be prompt.
- Pick up an application and scholarship form, if needed, and a campus map (the map is essential if the college doesn't offer an escorted tour).
- Don't hesitate to discuss finances, including scholarship, loans, and work opportunities. Talk with someone in the financial aid office.
- Do feel free to ask for some estimate of your chances for admission, but don't expect any firm commitment at this time.
- Visit the college library - even a short visit can tell you something about the size and scope of its collections, study facilities, specialized areas such as listening rooms, etc.
- Academic facilities - try to have an opportunity to sit in on a class or seminar.
- Living quarters - visit a typical campus residence hall, dining hall, student lounge, and recreational area. If there are fraternity or sorority houses on campus, you may want to see one of these, too.
- Students - it is important to get some idea of the kind of people you'll live and work with on campus. If a student guide accompanies you on your tour, feel free to ask him or her about any aspects of college life. Talk with other students too. Ask questions such as: How do I get involved? How do I find out about clubs/activities offered? What is your tour guide's major? Ask them to tell you about their experience on campus. Where do people go to study? Can I have my car on campus?

## College Interviews

Admissions interviewers generally look at three areas while interviewing students. They are reacting to you as a possible student at their school, how you react to the physical aspects of the campus and what it offers, and what your chances are for admission. During the interview, the exchange of information and the impressions gained on both sides, yours' and the colleges, should be meaningful. It is doubtful, however, that the decision on your admission will depend to a great extent on what takes place during an interview. So, take the interview seriously but don't overrate its importance.

If you request an interview with college admissions officers, or if the catalog states that an interview is required, you can prepare somewhat for this in advance. You should read the college catalog or the college website so that you will know something about the school and will be prepared to ask questions which are not answered in the catalog. Your dress for the occasion should be tasteful and comfortable. The quickest way to arrange an interview appointment is to telephone the admissions office and suggest some convenient dates.

The interview is not a quiz to determine how much you know. The purpose is to enable you to learn about the college and for the interviewer to learn a little about you. You cannot predict the subject matter of the conversation, nor can you remodel your personality for this special performance. It seems that each college interviewer has his or her own particular way of conducting an interview.

Any information that you have written on the application form should be confirmed at the interview. Any discrepancy will cause the Board of Admissions to question your sincerity. The most impressive type of student is one who is confident, responsive, and able to carry on an interesting, informative conversation.

Here are some sample questions.

1. Name 3 adjectives that describe you.
2. What things do you value?
3. What affect has media had on you?
4. What magazines or newspapers do you read?
6. How does your family feel about you going away to school?
7. Have you worked at all during your high school career?
8. What do you do?
9. Do you enjoy the job?
10. What's the most significant activity in which you've participated?
11. Is your school progressive?
12. Attitudes of people?
13. How did you choose this college?
14. What major do you intend to follow? Minor?
16. What do you think people do in that field?
17. How does your high school grading system work?
18. If you're asking for financial aid, how do you plan to pay?
19. Have you ever been abroad?
20. Do you enjoy your social life?
21. What's the last book you've read?
22. Has anyone explained to you about semester hours?
23. If your SAT's are low, why do you think they are?
24. Do you know what the average SAT score is?
25. What are career areas you've considered during high school?



**Important Note:** College visits and interviews with admissions counselors should be made on your own time. It is permissible to visit a college during a school day providing that you bring a letter from the college you visited to the SSC secretary. Three days are allowed both in junior and senior year. With the appropriate documentation from the college, these visitations are counted as a non-cumulative absence.

### **Procedures for Meeting with Visiting College Representatives**

College representatives will be visiting Liberty during the fall of your senior year. In order to meet with a representative from a college you would like to attend or learn more about, follow the directions listed below.

#### **HOW TO SIGN UP FOR A COLLEGE VISIT THROUGH FAMILY CONNECTION**

1. Go to <http://connection.naviance.com/lib>

-Your username is BASD followed by your Student ID # (ex: BASD1234567).

-Your password: visit your student service center for password

2. Click on the 'colleges' tab

3. Click on 'view upcoming college visits' on the right-hand side

4. Locate the college(s) you would like to visit with and click on 'sign up'

5. On the next page, click on 'sign me up'

6. **Print** your confirmation page or take a screen shot on your cell phone and show your teacher. This will serve as your pass to attend the session.

**\*\*You must register 8 hours prior to the visit. There is a limit to the number of students who can sign up for a visit; be sure to check the list frequently so that you don't miss an opportunity to visit with a rep of a college in which you are interested. Keep in mind that a test, quiz, or other major in-class work takes precedence over any appointment with a college representative.**

## Scholarships and Other Financial Aid Resources

There are a number of different types of financial aid for seniors to consider. These are summarized below.

**Local Scholarships and Grants** - This type of financial aid refers to scholarships and grants which have been made available by local organizations or regional and national aid programs which use high schools as the means for notifying students of their programs. Check Family Connection frequently for scholarship updates. **Parents can explore scholarship options by visiting the Family Connection website, select “I’m a guest” under “Are you new here?” The password is “hurricanes.”**

Some of these sources of financial aid are available only to Liberty students while other sources are available on a regional or national basis. Moreover, while some might be grants of only a few hundred dollars, other sources offer students aid of several thousand dollars.

All seniors are encouraged to apply for as many of these sources of financial aid as possible. Seniors often ignore local scholarships and grants. However, such aid can be of great assistance. Although these scholarship applications are usually available during the second semester, a number of them are announced and have closing deadlines during the first semester. Seniors should LISTEN to announcements, READ the Daily Bulletin, CHECK the SSC Home Page, GO to your SSC, and SHARE that information with their parents!

**Scholarships and Grants Provided by Colleges** - Colleges make a strong effort to assist students in meeting college costs. Colleges have many financial aid programs that they administer. Sources of such programs include college endowments as well as state and federal sources. Be sure to complete all forms required by the college for financial aid consideration. A form used by many colleges is the CSS Profile. It can be completed online. A special note to the college's financial aid office or a telephone call emphasizing your need for financial aid can also be very helpful.

**State and Federal Grants** - State and federal grants are available for students who demonstrate financial need through the Pennsylvania Higher Education Assistance Agency (PHEAA) and the Pell Grant (federal). Colleges require students to apply to these two programs as a condition for being considered for their scholarships and grants. Application for those programs is usually made after JANUARY 1 of the senior year by completing the Free Application for Federal Student Aid (FAFSA). Most students receive applications in the mail based on junior year SAT mailing lists. However, your SSC has forms for students who are not on that mailing list or it can be completed online.

**Student and Parent Loans** - Loans for students and parents are available from a variety of sources which include local banks and state and federal agencies. Application is made directly with some sources such as banks, while your college financial aid office will process request for other loans.

**Parent and Student Employment** - Employers sometimes make grants of scholarships available to their employees. Be sure to check with the employer in early fall for any deadlines which you must observe.

**Important Note:** Much of the financial aid from the sources listed above is based on the difference between the cost of attending a school and the total amount the student and the family can afford to pay. Need is determined by factors such as family size, income and assets, number of dependents, family members attending colleges, and other financial circumstances. That is, the greater the financial need, the greater the financial aid. Therefore, students and parents should not rule out a particular college because it is deemed too expensive. Often times, if a college is willing to accept a student, they are also willing to help that student meet the costs of attending that college.

## Steps for Accessing Scholarships on Family Connection

Follow the steps below to access the current scholarships:

1. Go to <http://connection.naviance.com/lib>
2. Log into Naviance. Your username is BASD followed by your Student ID # (ex: BASD1234567). In order to get your password please visit your student service center.
4. Click on the 'colleges' tab.
5. Scroll down and click on 'scholarship list' on the left of the page.

This will populate a list of national and local scholarships available. Click on the individual links for more information.

## WHAT is federal student aid?

Federal student aid comes from the federal government—specifically, the U.S. Department of Education. It's money that helps a student pay for higher education expenses (i.e., college, career school, or graduate school expenses).

Federal student aid covers such expenses as tuition and fees, room and board, books and supplies, and transportation.

There are three main categories of federal student aid: grants, work-study, and loans. Check with your school's financial aid office to find out which programs the school participates in.

## WHO gets federal student aid?

Every student who meets certain eligibility requirements can get some type of federal student aid, regardless of age or family income. Some of the most basic eligibility requirements are that you must

- demonstrate financial need (for most programs—to learn more, visit [StudentAid.gov/how-calculated](http://StudentAid.gov/how-calculated));
- be a U.S. citizen or an eligible noncitizen;
- have a valid Social Security number;
- register (if you haven't already) with Selective Service, if you're a male between the ages of 18 and 25;
- maintain satisfactory academic progress in college or career school; and
- show you're qualified to obtain a college or career school education by
  - having a high school diploma or a General Educational Development (GED) certificate or a state-recognized equivalent; or
  - completing a high school education in a home-school setting approved under state law; or
  - enrolling in an eligible career pathways program.

Find more details about eligibility criteria at [StudentAid.gov/eligibility](http://StudentAid.gov/eligibility).

## HOW do you apply for federal student aid?

1. **Create an FSA ID.** Students, parents, and borrowers should create an FSA ID, made up of a username and password, to submit their *Free Application for Federal Student Aid* (FAFSA®) online and to access U.S. Department of Education websites. Your FSA ID is used to confirm your identity and electronically sign your federal student aid documents. To create an FSA ID, visit [StudentAid.gov/fsaid](http://StudentAid.gov/fsaid).
2. **Complete the *Free Application for Federal Student Aid* (FAFSA®) at [fafsa.gov](http://fafsa.gov).** If you plan to attend college from July 1, 2017–June 30, 2018, you'll be able to submit a 2017–18 FAFSA beginning on Oct. 1, 2016. You'll be required to report income and tax information from 2015. Schools and states often use FAFSA information to award nonfederal aid, but their deadlines vary. Check with the schools that you're interested in for their deadlines, and find state deadlines at [fafsa.gov](http://fafsa.gov).  
*NOTE: In the past, you couldn't submit the FAFSA until January 1 of the year you planned to attend college. The change to October 1 is a permanent change, and you'll be able to complete and submit your FAFSA as early as October 1 every year.*
3. **Review your *Student Aid Report*.** After you apply, you'll receive a *Student Aid Report*, or SAR. Your SAR contains the information reported on your FAFSA and usually includes your Expected Family Contribution (EFC). The EFC is a number (not a dollar amount) used to determine your eligibility for federal student aid. Review your SAR information to make sure it's correct. The school(s) you list on your FAFSA will get your SAR data electronically.
4. **Contact the school(s) you might attend.** Make sure the financial aid office at each school you're interested in has all the information needed to determine your eligibility. If you're eligible, each school's financial aid office will send you an aid offer showing the amount and types of aid (from all sources) the school will offer you. You can compare the aid offers you received and see which school is the most affordable once financial aid is taken into account.

Federal  
Student  
Aid

An OFFICE of the  
U.S. DEPARTMENT of EDUCATION

PROUD SPONSOR of  
the AMERICAN MIND®

HAVE  
QUESTIONS?

Contact or visit the following:

- [StudentAid.gov](http://StudentAid.gov)
- a college financial aid office
- [studentaid@ed.gov](mailto:studentaid@ed.gov)
- 1-800-4-FED-AID (1-800-433-3243) toll-free
- 1-800-730-8913 (toll-free TTY for the hearing impaired)

Program and Type of Aid	Program Information	Annual Award Amount (subject to change)
Federal Pell Grant  Grant: does not have to be repaid	For undergraduates with exceptional financial need who have not earned bachelor's or professional degrees.	Amounts can change annually. For 2017–18 (July 1, 2017 to June 30, 2018), the award amount is up to \$5,920.  Visit <a href="http://StudentAid.gov/pell-grant">StudentAid.gov/pell-grant</a> for more information.
Federal Supplemental Educational Opportunity Grant (FSEOG)  Grant: does not have to be repaid	For undergraduates with exceptional financial need.	Up to \$4,000.  Visit <a href="http://StudentAid.gov/fseog">StudentAid.gov/fseog</a> for more information.
Teacher Education Assistance for College and Higher Education (TEACH) Grant  Grant: does not have to be repaid unless student fails to carry out service obligation	For undergraduate, postbaccalaureate, and graduate students who are completing or plan to complete course work needed to begin a career in teaching. As a condition for receiving this grant, student must sign a TEACH Grant Agreement to Serve in which the student agrees to perform four years of qualifying teaching service and meet other requirements.	Up to \$4,000.  Visit <a href="http://StudentAid.gov/teach">StudentAid.gov/teach</a> for more information.
Iraq and Afghanistan Service Grant  Grant: does not have to be repaid	For students who are not Pell-eligible due only to having less financial need than is required to receive Pell funds; whose parent or guardian died as a result of military service in Iraq or Afghanistan after the events of 9/11.	The grant award can be equal to the maximum Federal Pell Grant amount (see above), but cannot exceed your cost of attending school.  Visit <a href="http://StudentAid.gov/Iraq-Afghanistan">StudentAid.gov/Iraq-Afghanistan</a> for more information.
Federal Work-Study  Work-Study: money is earned; does not have to be repaid	For undergraduate and graduate students; part-time jobs can be on campus or off campus. Money is earned while attending school.	No annual minimum or maximum amounts.  Visit <a href="http://StudentAid.gov/workstudy">StudentAid.gov/workstudy</a> for more information.
Direct Subsidized Loan  Loan: must be repaid with interest	For undergraduate students who have financial need; U.S. Department of Education generally pays interest while the student is in school and during certain other periods; student must be at least half-time. Interest rate is 3.76% for loans first disbursed on or after July 1, 2016 and before July 1, 2017, and fixed for the life of the loan. Visit <a href="http://StudentAid.gov/interest">StudentAid.gov/interest</a> for more information.	Up to \$5,500 depending on grade level and dependency status.  Visit <a href="http://StudentAid.gov/sub-unsub">StudentAid.gov/sub-unsub</a> for more information.
Direct Unsubsidized Loan  Loan: must be repaid with interest	For undergraduate and graduate or professional students; borrower is responsible for all interest; student must be at least half-time; financial need is not required. Interest rate is 3.76% (undergraduate) and 5.31% (graduate or professional) for loans first disbursed on or after July 1, 2016 and before July 1, 2017, and fixed for the life of the loan. Visit <a href="http://StudentAid.gov/interest">StudentAid.gov/interest</a> for more information.	Up to \$20,500 (less any subsidized amounts received for same period), depending on grade level and dependency status.  Visit <a href="http://StudentAid.gov/sub-unsub">StudentAid.gov/sub-unsub</a> for more information.
Direct PLUS Loan  Loan: must be repaid with interest	For parents of dependent undergraduate students and for graduate or professional students; borrower is responsible for all interest; student must be enrolled at least half-time; financial need is not required; borrower must not have an adverse credit history. Interest rate is 6.31% for loans first disbursed on or after July 1, 2016 and before July 1, 2017, and fixed for the life of loan. Visit <a href="http://StudentAid.gov/interest">StudentAid.gov/interest</a> for more information.	Maximum amount is cost of attendance minus any other financial aid received.  Visit <a href="http://StudentAid.gov/plus">StudentAid.gov/plus</a> for more information.
Federal Perkins Loan  Loan: must be repaid with interest	For undergraduate and graduate students with exceptional financial need. Eligibility depends on the student's financial need and availability of funds at the school. For questions on Perkins Loan eligibility, students must contact the school's financial aid office. Interest rate is 5% and fixed for the life of the loan.	Undergraduate students: up to \$5,500; graduate and professional students: up to \$8,000.  Visit <a href="http://StudentAid.gov/perkins">StudentAid.gov/perkins</a> for more information.

**Note:** The information in this document was compiled in spring 2016. For updates or additional information, visit [StudentAid.gov](http://StudentAid.gov).

## LOOKING FOR MORE SOURCES FOR FREE MONEY?

Try [StudentAid.gov/scholarships](http://StudentAid.gov/scholarships) for tips on where to look and for a link to a free online scholarship search.

MAY 2016

**Federal Student Aid**

An OFFICE of the U.S. DEPARTMENT of EDUCATION

PROUD SPONSOR of the AMERICAN MIND®

## Internet Resources

The career and college search process can be long and difficult given the sheer number of career, college, and financial aid choices available to young people today. Your School Counselor can help you make this process shorter and easier through education and counseling. Although there is no substitute for actually meeting with your School Counselor, this page is a good start. It offers many of the educational and informational tools that School Counselors use with their students.

### Career Information

Your School Counselor is probably the best resource you will find for gaining insight into what career(s) may be suited to you based on your interests and abilities. Each SSC has access to many resources (i.e., interest surveys and computer-based career programs) that, when coupled with the expertise of your School Counselor, can be very powerful career development tools. Although we encourage you to explore the links presented below, we believe it is essential that you discuss your career development with your School Counselor.

### *Links*

Naviance – <http://connection.naviance.com/lib> - Visit this web site that provides Liberty Students with access to a comprehensive Career/College web site. This site allows you to set up a portfolio of career and college information that you can return to time and again.

Career Link Lehigh Valley - [www.careerlinklehighvalley.org](http://www.careerlinklehighvalley.org) - CareerLink Lehigh Valley is an employment center that connects employers and job opportunities with qualified job seekers.

Occupational Outlook Handbook - [www.bls.gov/oo](http://www.bls.gov/oo) - Nationally recognized source of career information, designed to provide valuable assistance to individuals making decisions about their future work lives.

The Princeton Review - [www.princetonreview.com](http://www.princetonreview.com) - Learn test-taking strategies, Admissions Process, and research colleges.

PA Job Bank - <http://www.jobbankusa.com> - See a listing of real Pennsylvania job openings in your chosen career, including what you need to do to get the job and how much you will be paid.

My Future - [www.myfuture.com](http://www.myfuture.com) - Great site for teens who want a broad range of information from managing money to finding the career which is right for you.

### College Information

Although your SSC has several resource guides and many college catalogues to assist you in your college search, much of the same information (and much more!) can be accessed over the internet more quickly. Below are some links to help you.

## ***Links***

Naviance – <http://connection.naviance.com/lib> - Visit this web site that provides Liberty Students with access to a comprehensive Career/College web site. This site allows you to set up a portfolio of career and college information that you can return to time and again.

American Education Services - [www.educationplanner.org](http://www.educationplanner.org) - Education Planner is your one-stop education website. Information you need to find a career, choose a college, university or career school, apply and pay for postsecondary education, then move into the working world.

Common Application - [www.commonapp.org](http://www.commonapp.org) - Complete the Common College Application online.

XAP – [www.xap.com](http://www.xap.com) - Explore higher education opportunities, select colleges and universities that best match your needs and interests, and communicate directly with campuses nationwide.

CollegeNET - [www.collegenet.com](http://www.collegenet.com) - Multipurpose college information site that provides on-line college applications, college search engine, financial aid information, and more.

GoCollege - [www.gocollege.com](http://www.gocollege.com) - Multipurpose college information site that provides college search engine, scholarship search, and more.

College Board - [www.collegeboard.org](http://www.collegeboard.org) - Information on the SAT and other standardized tests. Also presents general information on searching for a college and financial aid. You will register to take the SAT test and send your scores to colleges once you apply through this website.

The ACT - [www.actstudent.org](http://www.actstudent.org) - Provides information on the ACT, registration dates, test preparation, college planning, financial aid, and career planning.

Peterson's Guide - [www.petersons.com](http://www.petersons.com) - One of the most comprehensive and heavily traveled education resources on the web. Provides information on colleges, financial aid, study abroad programs, career education, and much more.

Big Future - [www.bigfuture.org](http://www.bigfuture.org) - BigFuture™ by the College Board is a free, comprehensive website that guides families — step by step — in preparing for, finding and enrolling in college.

Online Degrees - [www.online-degrees-and-scholarships.com](http://www.online-degrees-and-scholarships.com) – Earn college degrees online.

## **Financial Aid/Scholarships**

Finding ways to pay for college is perhaps the most time consuming and laborious part of the college process. However, as is often the case, the more time and energy you spend on this process, the more you will get out of it. In addition, there is a definite timeline to the process that is extremely important. Below are some links to sites, which will help you learn more about financial aid and scholarships.

## ***Links***

The US Department of Education - [www.ed.gov/finaid.html](http://www.ed.gov/finaid.html) - Home page of the federal agency that administers several major student aid programs, including Pell Grants and Stafford Loans.

PA Higher Education Assistance Agency (PHEAA) - [www.pheaa.org](http://www.pheaa.org) - Full-service student financial aid organization in providing affordable and efficient access to higher education.

Free Application for Federal Student Aid (FAFSA) - [www.fafsa.ed.gov](http://www.fafsa.ed.gov) - Fill out the FAFSA on-line. The FAFSA is a federal financial aid form that is required by all colleges and many trade, technical, and business schools.

Profile On-line - [www.collegeboard.org/profile](http://www.collegeboard.org/profile) - Profile is an on-line financial aid application service of the College Scholarship Service (CSS), the financial aid division of the College Board.

Sallie Mae - [www.salliemae.com](http://www.salliemae.com) - Offers many features as well as comprehensive information about financial aid for higher education.

FinAid: The Financial Aid Information Page - [www.finaid.org](http://www.finaid.org) - The Financial Aid Information Page gives several sources and web sites to find information on the best financial aid available.

FastWeb - [www.fastweb.com](http://www.fastweb.com) - Free Financial Aid searching through the Web.

College Scholarships - [www.college-scholarships.com](http://www.college-scholarships.com) - Free Financial Aid searching through the Web.

### **Informative College/Career/Financial Aid Web Site**

All of the information in this document and much more can be found on Liberty's SSC Home Page on the internet. The site is designed to provide students and parents access to information that has traditionally required a visit to the Student Service Center. Information on academics, personal concerns, and career/college exploration is provided on the site. Particularly useful to seniors is the Senior Page that contains links to information and web sites that can assist seniors and their parents with career development, college search, and financial aid.

To get to the SSC Home Page, follow the instructions below.

1. Go to [www-lhs.beth.k12.pa.us](http://www-lhs.beth.k12.pa.us)
2. Roll over Student Links
3. Click on Student Service Centers.



## Additional Tips

- Start now! **DO NOT** wait until the last minute to begin to apply to schools and ask for letters of recommendation. Allow yourself plenty of time to respond to essay prompts. Also allow your teachers, coaches, and counselors plenty of time to complete a letter of recommendation.
- Be aware of deadlines and listen to announcements.
- Check Family Connection for new scholarship opportunities, college representative visits, and related information.
- Keep copies of what you submit. (If possible).
- **Allow at least 10 school days for college applications to be processed in your SSC. Remember: college applications and letters of recommendations will not be processed on weekends or during school holidays.**
- Keep your counselor informed of admission decisions and scholarship offers. Update Family Connection with college decisions as you receive them.
- In the spring, inform all colleges which accepted you whether or not you will attend.

## College Data Forms

On the following pages you will find samples of the forms that you will need to submit to your counselor with your college application folder. These forms will be used by your counselor to help write a recommendation and to assist in determining your eligibility for various scholarships and awards. Included are the **Parent Brag Sheet, Student Questionnaire, Permission to Release Records, Teacher Recommendation Information Form** and tips on writing your college essay.

## Parent/Guardian Brag Sheet

In order to help the School Counselor give the best possible recommendation for scholarships, job or college applications, please take a few moments to complete this form. This information is confidential and kept only in the counselor's working file and will be discarded after graduation.

**Student Name:** \_\_\_\_\_  
(*First Name, Middle Initial, Last Name*)

1. The words that first come to mind to describe my son or daughter are (please list 5 adjectives):
2. What do you consider to be the outstanding accomplishments of your child during the past three or four years? Why?
3. What do you consider to be his/her outstanding qualities or personality traits? Describe.
4. I'd like you to know the following information about my daughter or son:
5. I think he or she would do best in the following college setting (describe location, size, cost, etc..)
6. Are there any unusual or personal circumstances that affected your child's educational experiences or personal experiences?

Please feel free to use the other side of this paper if your comments do not fit into the space provided.

---

Parent Signature



8. What is your intended college major? Why have you selected it?
9. What will you contribute to a college/university community?
11. Are there any significant experiences and/or personal circumstances that have impacted your education? If yes, please describe.
12. Is there anything else you would like your counselor to consider in your college recommendation? If yes, then please list below. (Attach an additional sheet if necessary).

List all awards/recognition for academics, athletics & activities:

List any past and/or current job experience:

College Major: \_\_\_\_\_ Career Goal: \_\_\_\_\_

<b>List your activities (school, community, &amp; summer enrichment) and mark the grade(s)</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>

\*\*Use additional paper if needed\*\*

# College Application Release

## Guidance Department – Release of Information

Student Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

School Counselor: (please circle)

Mr. Uhler A-Be	Ms. Dinsmore/TBD Bi-Cl	Ms. Coomer Co-D	Mrs. Stewart E-Go	Mrs. Adelsberger Gr-Joh	Ms. Walke Jon-L
Mr. Wuchter M-Mi	Mrs. Berry Mo-Pa	Mrs. Negron-Garcia Pc-Ri	Ms. Vazquez Ro-Se	Mrs. Zahm Sf-T	Mrs. Clewell U-Z

Parent/Guardian,

By signing below, you consent to the following:

- ☞ I give my permission for Liberty High School to release Official Administrative Records (includes name, address, birthdate, transcript, and attendance record), Discipline Records, and Standardized Test Scores (*students are responsible for having SAT/ACT scores sent directly to the college*) to colleges and organizations.
- ☞ I give my permission for my son's/daughter's official transcript to be sent to all colleges/universities to which they apply using the Naviance Electronic Document System. *Please Note:* For the colleges that do not accept electronic documents, a hard copy of your son's/daughter's transcript will be mailed to the college. Students are responsible for providing envelopes and stamps for mailing.
- ☞ \*For Student Athletes only: I give my permission for my son/daughter to communicate with coaches from colleges/universities and for counselors to provide them with information regarding my transcript, GPA and rank.

**\*\*REQUESTS FOR TRANSCRIPTS AND RECOMMENDATIONS MUST BE MADE AT LEAST 10 SCHOOL DAYS BEFORE THE COLLEGE DEADLINE. Remember, applications will not be processed on school holidays or weekends.\*\***

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Student Guide to Letters of Recommendation

The key to an effective recommendation is to select people with whom you have had an ongoing relationship and who are able to offer positive comments that will distinguish you from other applicants. This is not necessarily the teacher who gives you the highest grade.

You should request recommendations from two teachers you have had during the junior year, if possible. Consider any teachers who have also advised or coached you in a club or sport; it will add to their ability to write about you.

The teachers you select should write a letter that will be sent to every college to which you are applying. They are NOT writing a different letter for each college, unless they have attended the school themselves or have specific knowledge about the college that will help them write a more effective letter. If a college requires a teacher evaluation form be mailed, give it to the teacher to use as a supplement to the letter. Be sure you have written your name, address, and other information requested at the top of the form before giving it to your teacher.

### GUIDELINES FOR DECIDING WHICH TEACHERS TO ASK FOR RECOMMENDATIONS

1. Before deciding which teachers to ask, examine yourself as a student to get a better understanding of your strengths and weaknesses and the type of learning environment that brings out your best qualities.
2. Ask teachers who know you well, and if you are uncertain about which teachers to ask, begin developing a closer relationship with a few of your teachers now.
3. Ask teachers of subjects that may relate to your future area of study. For example, students planning on studying Engineering should ask a math teacher or physical science teacher for a reference; a student interested in Communications would be wise in getting a reference from a teacher of English.
4. Check if any of the colleges to which you will be applying require a recommendation from a teacher of a specific subject.
5. Choose teachers from different subject areas.
6. If English is not your first language, and if you have been in ESL at any time during high school, ask a teacher of English for a recommendation. The amount of reading and writing at college is substantial and admissions officers are interested in what your teachers have to say about the quality of your writing and your reading proficiency.
7. Choose teachers who can comment upon your growth and willingness to work to improve. Colleges are more interested in learning how a student strives to improve than about the student who earns an “easy A”.
8. Choose teachers who can offer different impressions of your academic performance. For example, one teacher may be able to comment upon how you work on independent projects; others could cite your contributions to class discussions or willingness to help classmates who are having difficulty with the subject.
9. Discuss your teacher choices with your counselor.
10. Approach the teachers you have identified early – **preferably by the end of junior year**. As writing recommendations is time consuming, many teachers limit the number of letters they will write. After you have had a conversation with the teacher, request a letter of recommendation to the teacher through Family Connection. Sending a request through Family Connection **does not** replace a face-to-face conversation with your teacher.
11. Be courteous with your teachers and make an appointment to discuss your college choices with them.
12. Show your appreciation. Send your teacher a thank you note expressing your gratitude for the time that he or she took to write the recommendation.

Adapted from: West High School Guidance Dept.

# TEACHER RECOMMENDATION INFORMATION FORM

Requested from Mr. /Ms. \_\_\_\_\_

Student: \_\_\_\_\_

Date: \_\_\_\_\_

*To the student:* The purpose of a teacher evaluation is to support your academic record and elaborate on your specific qualities, using examples, to give the colleges a picture of the type of student and person you are. Please answer the questions below as completely and thoughtfully as possible, and include any memorable moments (serious or not) that you recall.

*Please list all colleges you are considering:*

---

---

---

1. In what Class, Club or Other Activity have you participated in **with me**? What year(s)?

---

---

---

---

2. Why did you ask **me** for a recommendation? What insight do you think I can offer?

---

---

---

---

3. Discuss a specific time, story, project or presentation that you remember about the class/activity.

---

---

---

---

4. What specific lessons were important to you in my class?

---

---

---

---

5. What are / were your greatest contributions to the class?

---

---

---

---

6. What was your greatest struggle in the class? How did you handle the problem?

---

---

---

---

7. List the personal and/or academic qualities you would like discussed in the letter. Give an example of how each quality or strength was evident in class.

---

---

---

---

8. What qualities set you apart from others in my class?

---

---

---

---

9. What is your career goal and chosen major? If you are unsure, what are some possibilities?

---

---

---

---

*Add any additional information you would like me to know.*



**\*\*REQUESTS FOR TRANSCRIPTS AND RECOMMENDATIONS MUST BE MADE AT LEAST 10 SCHOOL DAYS BEFORE THE COLLEGE DEADLINE. You can monitor the progress of your requested documents through your Family Connection page.\*\***



## **YOUR COLLEGE ESSAY PAINTS A PICTURE OF YOU**

### **What Do You Want It To Look Like?**

How important is the essay sent in with your college application? Says one admission director; "It makes the facts in the student's folder come alive for us. It is (your) personal statement. No piece of admission evidence gets as much discussion" among college admission people. So: How important is the essay? Very important indeed.

The essay is your opportunity to take charge of the impression you make on a college, and to provide information that doesn't appear in grades, test scores, and other materials. It allows you to reveal your talent, intelligence, sense of humor, enthusiasm, maturity, creativity, sincerity, and writing ability - and they all count in an admission evaluation.

### **WHAT DO COLLEGES LOOK FOR?**

Admission staffs tend to evaluate essays on three levels:

- **LEVEL 1:** Your ability to use standard written English that is correctly punctuated and has correct grammar, usage, and syntax.
- **LEVEL 2:** The essay's content, substance, and depth of insight, which reflect your ability to think about yourself and to convey your feelings or opinions in writing.
- **LEVEL 3:** Your creativity and originality. "It is at this level," says one admission dean, "that students can position themselves as unique - as individuals who can bring to the college a freshness of vision and a viewpoint that will enhance its academic and social life."

For the essay a college may ask you to write about one or more of these topics:

- Describe your uniqueness as a person, or tell something about yourself that can't be learned from the information in your application.
- Discuss something that contributed significantly to your growth.
- Comment on your goals or aspirations, telling how you expect college to help meet them.

## COMMON APPLICATION ESSAY PROMPTS

The Common Application Essay prompts for the 2017-2018 school year have been released. The essay length will continue to be capped at 650 words. Common App essay experts provide this advice for students: "What do you want the readers of your application to know about you apart from courses, grades, and test scores? Choose the option that best helps you answer that question and write an essay of no more than 650 words, using the prompt to inspire and structure your response."

The essay prompts are listed below. Please use these questions as a guideline when thinking about your essay topic:

1. Some students have a background, identity, interest, or talent that is so meaningful they believe their application would be incomplete without it. If this sounds like you, then please share your story.
2. The lessons we take from obstacles we encounter can be fundamental to later success. Recount a time when you faced a challenge, setback, or failure. How did it affect you, and what did you learn from the experience?
3. Reflect on a time when you questioned or challenged a belief or idea. What prompted your thinking? What was the outcome?
4. Describe a problem you've solved or a problem you'd like to solve. It can be an intellectual challenge, a research query, an ethical dilemma - anything that is of personal importance, no matter the scale. Explain its significance to you and what steps you took or could be taken to identify a solution.
5. Discuss an accomplishment, event, or realization that sparked a period of personal growth and a new understanding of yourself or others.
6. Describe a topic, idea, or concept you find so engaging that it makes you lose all track of time. Why does it captivate you? What or who do you turn to when you want to learn more?
7. Share an essay on any topic of your choice. It can be one you've already written, one that responds to a different prompt, or one of your own design.

For more information, please visit: [www.commonapp.org](http://www.commonapp.org)

## ESSAY-WRITING TIPS

Here are a few tips for developing an essay that conveys your personal qualities:

1. Don't put off writing your essays until the last minute. Allow yourself enough time for all the steps below, and write an individual essay for each college.
2. Be sure you understand the college's topics, directions, and deadlines, and look in its catalog or guidebooks for descriptions of personal qualities it is looking for.
3. Before you start your essay, jot down your aspirations and how you think the college will help you meet them. Then develop a personal inventory: Make lists of your civic and school activities; your travels, awards, or other accomplishments; your work experiences; any academic or personal shortcomings you are trying to overcome; and the personality traits you value about yourself. To focus your essay, study the inventory and develop a one-sentence theme from it.
4. Think about the form you might use to convey your information. Straight prose is fine, but if your theme lends itself to another approach, try it.
5. Now write a draft. Set it aside for 24 hours. Then read it to spot clichés, triteness, vagueness, dullness, grammatical errors, and misspellings. Is your essay focused on your theme, or does it ramble? Is it confusing? Boring? Does the introduction "grab" the reader?
6. Rewrite your essay based on this evaluation and repeat step 5 as often as necessary to sharpen your essay.
7. Ask someone whose opinions you respect to read your essay and give candid impressions. Ask for specifics: What do you think I'm trying to say? How do I come across as a person? What parts confuse or bore you? Where do I need more details? Tell me the parts you like best. But, do not let this person rewrite your essay – remember – it's **your** essay.
8. If necessary, go back to steps 3, 4, or 5. If this draft is the best you can do, polish it: Check again for spelling or grammatical errors, awkward phrases, inaccurate usage, and unnecessary words - anything that does not sound right. To find rough spots, read it aloud.
9. Type your essay - unless the college requires a handwritten version - and proofread it to catch typographical and other errors you may have missed.
10. Mail your essay on time and relax. If you've done all of the above, you can be fairly sure your work will be read with appreciation.



