

COUNSELOR

Mr. John Musyt
(Email – jmusyt@ciu20.org)

Secretary

Mrs. Wanda Lasher
(Email – wlasher@ciu20.org)

Guidance Office Phone: (570) 424-9118

Fax Number : (570) 421-2822

FORWARD

For the majority of Notre Dame Students, one of the most important tasks that will occur in the senior year is to apply to and be accepted by an institution of higher learning. It has been our experience that the earlier a student begins the process, the better the chance of getting accepted by the school or schools of the student's choice. The Guidance counselor will discuss the application process with students, and this guide will help to summarize that meeting. If students later find that they have questions, it is their responsibility to see their counselor.

This booklet is intended as a planning guide for both the student and parent. The Guidance Department feels that it answers over ninety percent of the most commonly asked questions concerning the college and post-secondary school application process. It is not, however, a document that covers every possible contingency.

THE APPLICATION PROCESS

OVERVIEW

The process of applying to college is an expensive, time-consuming, and complicated one. It is recommended that a student apply to several colleges (3 to 5) of different levels of selectivity. Application forms, view books, brochures, and other pertinent information must be secured **by the student** from the colleges. Students should also plan to visit colleges to which they are seriously considering applying. The summer between the junior and senior year is an ideal time for these visitations, although the early fall of the senior year can also be used for campus visits. If it is not possible to visit a college, the student should at least visit the college web site and get a sense of what the school is like and what is has to offer.

Students should apply to college as early as possible in their senior year. In most cases, each college will have an application deadline designed to fit that particular institution's needs. **DO NOT** miss a college's deadline. Deadlines are specific and have been set for a reason. **DO NOT MISS A DEADLINE!!**

The Guidance Department has found, however, that if a student applies to an institution early in their senior year, the student's chance for favorable consideration seems to increase. Therefore, the Guidance Department **strongly** encourages students to apply to their selected colleges no later than the Thanksgiving holiday of the senior year.

Please note: Most colleges now require students to send their test scores directly from the College Board. Therefore, students should always take advantage of the four listings included with the price of the SAT Reasoning Test.

Students should not wait to apply to a college because they have not taken the SAT Reasoning Test and/or the SAT Subject Tests as a senior. Colleges realize that almost all seniors will take the SAT in October or November of senior year, and, if required, the SAT Subject Tests in November or December of senior year. The student merely has to indicate to The College Board which colleges should receive their respective scores. An application should never be delayed for this reason.

Each college determines what information it needs before it can make an informed decision on whether to admit or not admit a student. College 'A' may feel it needs less or more information than college 'B' - thus a different type of application is utilized by each college. It is the responsibility of the student to secure an application from each school they plan on applying to.

All applications will have a section for the student to complete, and a section for Notre Dame to complete. Students should complete and supply all information that calls for their name, address, birth date, names of parents or guardians, social security number, etc. They **SHOULD NOT** list any grades in the Grade Section or Class Record Sheet, or check anything on any type of Rating Sheet or any other accompanying sheets. Depending on the college, these extra sheets (Student Rating Sheet, Counselor Evaluation Form, etc.) may or may not be present. Also, **DO NOT** place any signature on the portion of the application reserved for the school or counselor. **ALL APPLICATIONS WILL REQUIRE AN OFFICIAL SCHOOL TRANSCRIPT (see below).** It is up to the discretion of the student to determine if they will use a paper application or an electronic application.

THE SPECIFICS

1. Bring completed paper applications, as discussed above, to the Guidance Secretary along with the check or money order for the college application fee. The check should be made payable to the college to which the student is applying and for the proper amount required by the college. Students should avoid bringing applications into the guidance office in bits and pieces. Any essays, personal statements or supplemental forms should all be presented in one package. Electronic applications are submitted online; but often supplemental forms, personal statements and essays must be submitted on paper. These additional items must be submitted when a transcript is requested.

2. Bring the yellow transcript request card with a **\$5.00** transcript fee, for **each** college, along with each completed application to the Guidance Office. This fee can be paid in cash or check, payable to **Notre Dame High School**. It should be noted that the first three transcripts are free and each additional transcript is \$5.00. The student must complete their name and address along with the name and address of the college they are applying to. **It is important to realize that all fees for tuition must be up-to-date at the time a transcript is requested. All requests for a transcript must be cleared through the Business Office. Therefore, to avoid delays in applying to college or for scholarships parents need to be current with their tuition payments.**

3. The Guidance Office will then process the application. All sections the school is required to fill out will be completed, an official transcript will be generated, and the entire package will be mailed to the college. Once submitted, the Guidance Office will not hold an application for any reason - applications will be processed and mailed in the order in which they are received.

4. **PLEASE NOTE:** Although most completed applications are mailed within two weeks of receipt in the Guidance Office, students and parents must allow a minimum of **fifteen school days** between the time they submit an application to the Guidance Office, and the time the application is mailed to a college.

5. Follow the above procedure in all cases **unless** a college specifically instructs the student to follow another program of action.

COUNSELOR RECOMMENDATIONS

A college or university may ask for the student's counselor to complete a section of the application. The questions colleges ask can most often be answered from school records, student interviews, personal observations, teacher input and student resumes.

TEACHER RECOMMENDATIONS

If a college to which a student applies requires separate letters of recommendation from subject teachers, the student must ask the teachers to complete the letter or form as required. The student **must provide the teacher** with a copy of their resume and an envelope with the name of the college to be returned to the Guidance Office to be mailed with the completed application. The teacher should be given any form the college provides for the recommendation. If there is no form, the teacher will use school stationary. If a college requires a teacher recommendation, understand that this is a letter from the teacher to the college concerning the teacher's assessment of the student's ability or performance in a certain subject.

OTHER RECOMMENDATIONS

On some select applications, student's may encounter a section that asks for the school principal or "Headmaster" to complete a portion of the application. Please submit the application to the Guidance Secretary in the usual manner. The Counselor will obtain the proper endorsements if necessary.

In some rare cases, a college may also request a peer recommendation in addition to a teacher's recommendation. If this is required follow the same procedure you would use in asking for a teacher recommendation.

If there are any questions on the applicant's part they should always consult with their school counselor.

Remember, once you submit your application electronically you can not bring it back or make changes. Be sure you have reviewed all of your answers and you have downloaded any and all supplemental forms required by the specific college to which you are applying.

See on line applications on the next page.

ON-LINE APPLICATIONS

The personal computer has made college information easily accessible to anyone who is interested in searching for college majors, admission requirements, scholarship information, and sources of financial aid.

Once connected to a host college, the opportunity may also be available to apply on line. Although this seems to be less time consuming than filling out a paper application, it can sometimes require additional work and may also lead to incomplete application packets.

All too often students who apply on-line forget to inform the guidance office that they have applied to a college. As a result, the high school transcript may not be sent and students receive a letter informing them that their admission file is incomplete. Recommendation letters, teachers checklist forms, writing samples, and essays may also be forgotten once the computer is turned off.

Any information that is forgotten delays the admission process for you and reflects negatively on your ability to follow the directions set by the college you are applying to.

Students who choose to apply on-line are recommended to:

Notify the guidance office as soon as possible that you have applied on-line.

Complete a transcript request card and bring in the necessary fees.

Alert the guidance office of any teacher recommendations/checklists that must be sent.

Check with the college in about four weeks to make sure your application packet is complete.

Make sure that you have met all the deadline dates set by the college for admission.

NOTE: If you choose to apply early decision on-line you will be mailed a form that requires your signature and that of the guidance counselor to verify your knowledge of what early decision means and your responsibility in the process, or you will be required to download the form yourself.

NOTE: When you submit your application on-line a letter is often generated by the college saying your application is not complete and your transcript is missing. If this occurs, do not panic and bring the letter into the guidance office.

TRANSCRIPTS

When a student formally applies to a college, the college will require an **OFFICIAL TRANSCRIPT** of their high school grades. Notre Dame will allow each student to receive three transcripts for free and then will charge a \$5.00 fee for each additional transcript requested. The fee includes the cost of mailing an application and transcript to the college, the cost of mailing the student's mid-year grades to every college to which the student has applied, and the cost of mailing a student's final transcript and certification of graduation to the college the student has decided to attend. **Remember, all tuition payments must be up-to-date at the time an official transcript is requested!**

HIGH SCHOOL CODE

For identification purposes, the Educational Testing Service (ETS) has assigned every high school in the United States a different six digit code. The code identifies the high school to colleges, government agencies, and scholarship programs. This number may be alternatively referred to as the "High School Code," the "College Board Code", or the "ETS Code." College applications, SAT registration forms, scholarship applications, and financial aid forms usually ask for it.

The important point to remember is that no matter what it is called, it is still the same thing. Only **one** code number has been assigned to each high school, and the number for Notre Dame High School is **391148**.

FINANCIAL AID

Financial aid for post-secondary education is available from both the state and federal government. In order to be considered for these programs, students and their parents must complete a Free Application for Federal Student Aid (**FAFSA**), and possibly a **CSS/Profile** and Financial Aid Form in January of the student's senior year. Both Federal and State financial aid is dependent on Congress and the State Legislature passing revised funding legislation on a yearly basis. Therefore, there can be **drastic** changes to these programs from year to year. Unfortunately, there have been numerous occasions where this legislation has not been re-authorized until November or December of a student's senior year.

Awards may also be available from specific colleges and from private scholarship programs. It is the student's responsibility to research the aid available from these sources.

The internet has various financial aid information available and interested parents

can do searches on their own computer at home.

Additionally, the student should listen to announcements and check with the Guidance Department Secretary for information concerning local scholarship information.

Please Note: Colleges may set their own deadlines for financial aid even though the application date is different. Remember to meet the deadlines set by the college you plan to attend. A good rule for financial aid is to submit all forms by Valentine's Day.

COLLEGE ATHLETICS

The National Collegiate Athletic Association (NCAA) now requires that **ALL** students who plan to participate in **ANY** Division I or Division II college athletic program must register on line with the **NCAA Eligibility Center** while the student is in high school. Failure to do so will mean that the student will not be **NCAA Certified**. If a student is not **NCAA Certified**, the student will be unable to receive any athletic scholarship money, and will be prohibited from playing college sports.

At this writing, student athletes who believe that they will play any **NCAA Division I or Division II sport must** follow the directions set by the NCAA. It is the **STUDENT'S RESPONSIBILITY** to make sure they are properly registered with the **NCAA Eligibility Center**. All fees, except for the cost of an official high school transcript, associated with the **NCAA Eligibility Center** are set and collected by the **NCAA**.

Register on line at: <https://web1.ncaa.org/eligibilitycenter/common>

In addition, forms need to be downloaded and returned to the guidance office. If a student attended another high school during 9th, 10th, or 11th grade an official high school transcript from each school attended must be forwarded to the clearing house as well. Also, students who may have failed a subject and made up the work outside of Notre Dame must obtain verification of passing from the school or program where the subject was taken. Student athletes are responsible for contacting their previous schools or programs and request that their transcripts be mailed to the Eligibility Center.

SERVICE ACADEMIES

At each military service academy there is no tuition or room and board charge, and each student is paid a monthly stipend to cover uniforms, books, supplies, and other expenses. To be considered for acceptance, a student must meet rigorous academic and physical requirements, and secure an appointment to an academy from their U.S. Congressional Representative or U.S. Senator. Students who attend a service academy and subsequently graduate, are required to serve a military commitment of at least six years.

Students interested in applying to a service academy, should write to the academy of choice, and check with their counselor in the spring of their junior year for information on how to begin the academy application process.

ROTC SCHOLARSHIPS

Reserve Officer Training Corps (ROTC) Scholarships are available from each military branch of service. Exact amounts of an award vary from service to service, and from year to year. Acceptance of an ROTC scholarship commits the student to serve an active duty requirement, after college graduation, in the branch of service that awarded the scholarship.

Both academy and ROTC representatives visit Notre Dame periodically and are the best source of information as to application requirements and procedures. Students are free to meet with them when they visit the school. Each service maintains an office in the area that is responsible for coordinating academy, ROTC, and regular enlistment procedures.

For more information contact any local recruiter or go on line. These scholarship applications should be obtained prior to the start of senior year.

THE GUIDANCE DEPARTMENT

YOUR COUNSELOR

The Guidance Department will schedule every senior in the fall semester either individually or in small groups to discuss the college application process and career goals. During these sessions, the student's counselor will offer to conduct a computerized search for available colleges based on information the student provides. Students should feel free to meet with their counselor at any time, and especially, if they have questions or do not understand something in relation to the college application or test registration process. However, it is best that the student make an appointment so that they are assured the counselor has not scheduled other students at that time.

Students are reminded that there is a section in the library devoted to college information that is sent to Notre Dame. This information is helpful but the most up-to-date informative can be found on line at the College's Website.

Sometimes parents would like to meet with their son's or daughter's counselor in order to help clarify the college application process. Parents are always welcome, but for their convenience, they are also asked to make an appointment. Appointments are generally scheduled between 8:30 AM and 2:30 PM on Monday, Wednesday and Fridays.

COLLEGE ADMISSIONS OFFICER VISITATIONS

Some colleges, trade schools, technical schools, and branches of the armed services send representatives to visit Notre Dame High School throughout the school year. Students should listen to daily announcements and/or visit the Guidance Office for an updated schedule. Student's must sign-up with the Guidance Office, at least 2 days in advance of the visit to be able to meet with a representative. There will be **NO** exceptions to this rule. Students should be selective in how many schools they schedule. If a student signs-up for more than 4, their privilege to leave class for this purpose may be rescinded. It is entirely up to a student's subject teachers whether they grant a student permission to leave class for this purpose. Students should never miss a test or quiz that is assigned. In the event of a test, the student should notify the guidance secretary and materials for the specific school will be requested. Also if the student has specific questions, they will be addressed before the college representative leaves the office.

T E S T I N G

GENERAL TEST INFORMATION

If a student decides to apply to a specific college, it is their responsibility to obtain the application materials. Students and parents should read the entire application package carefully! The student should determine which tests are required. Students are encouraged to go to www.collegeboard.com for registration information, specific test information, and practice tests. The school counselor will remind seniors about registering for these tests early in their school year, but the responsibility for registering and sending their scores to the appropriate colleges rests with the student.

The student is responsible for registering for the tests that will be discussed in this section. All of the following tests require the student to register on line or through the mail. If a student decides to register on line they will need a valid credit card and their admission ticket will be downloaded immediately. Electronic registrations are quicker and test center confirmation is immediate. If a student decides to register by mail, it is their responsibility to **mail** a completed registration form along with the proper test fee to the test publisher by a specific date every time they wish to take a test. If a registration form is submitted after the deadline, a schedule of late registration fees takes effect. Late fees can be as much as two times the test fee itself. Late fees are not necessary. However, students who have missed a deadline and must pay a late fee or stand-by fee, should remember that Notre Dame can do nothing about it. The test registration process is operated and governed by the test publisher **not** the High School.

When a student mails a registration form to the test publisher, the student indicates that they want to take the test on a specific date and at a specific test center. **However**, the test publisher controls which students are assigned to any given test center. Normally, the registration forms first to reach the test publisher for each respective test date are given first assignment to a specific test center - until that test center reaches capacity. Therefore, there is no guarantee that a student will get the test center of their choice - especially if a student's registration form is received late in any registration cycle. If a student does not get assigned to the test center of their choice, they are assigned to a test center that has space available and is geographically as close as possible to the test center the student selected. Phone registration is also available, but only after a student has taken the test; and, at an additional cost. Therefore, electronic registration should be considered if the student has access to a home computer and the internet.

Please note: Late fees also affect electronic registrations and seating availability is on a first come basis.

PROPER IDENTIFICATION

When a student takes either the **SAT Reasoning Test, SAT Subject Tests, or ACT** test at any test center, they will need either a **PHOTO Driver's license, or Picture ID** to establish their identity. These two forms of identification are the **only** ones that will **guarantee** that a student's identity will be formally established at any test center. These restrictions are designed to prevent an impostor from taking a test in place of the registered student. In addition, the student's admission ticket which was either downloaded with the electronic registration or received in the mail must also be presented along with the photo ID.

THE SAT (THE COLLEGE BOARDS)

The large majority of colleges Notre Dame students apply to require applicants to take the **S**cholastic **A**ssessment **T**est (**SAT**) of The College Board. Most colleges expect that an applicant will take the SAT Reasoning Test in the spring of the junior year **and again** in the fall of the senior year. Depending on certain circumstances, it may be to the student's advantage to take the SAT twice in the spring of the junior year, and again in the fall of the senior year (most Notre Dame High School students pursue the second option).

Seniors who did not take their SAT Reasoning Test in junior year should register to take the SAT in October and November of senior year.

The SAT Reasoning Test focuses on a student's writing skills, critical reading skills and math reasoning skills.

The Writing section will ask the student to write an essay that requires them to take a position on an issue and use examples to support their position. It will be similar to the type of writing required on college tests. Multiple-choice questions will test a student's ability to identify sentence errors, improve sentences, and improve paragraphs.

The Math section will include topics from third-year college preparatory math such as exponential growth, absolute value, functional notation, and negative and fractional exponents. Greater emphasis will be placed on other topics such as linear functions and scatter plots.

The Critical Reading section, currently known as the verbal section, will include short and long reading passages. Analogies have been eliminated, and sentence completion questions still remain.

The SAT will still measure the kind of reasoning skills that have proven to show success in college by assessing how students apply what they have learned in school. Colleges and universities use the SAT as only one of many factors in admissions decisions. The most important factor is your high school grades earned in challenging courses. The best preparation for the SAT Reasoning Test – and for college – is for students to take challenging academic courses and to read and write widely.

The College Board now offers student a score choice option in reporting their scores. Students can send all or parts of their scores to their respective colleges. This may cause some confusion and students may forget what schools were sent what scores from which tests. Therefore, it is the recommendation of the Guidance Office to send all three scores from each test to the colleges you are interested in with each SAT registration, you are allowed to send your scores to four different colleges at the time you register. Therefore, take advantage of this service and send your scores to four colleges each time you take the test. You can send your scores to four colleges the first time, four different colleges the second time, and four different colleges the third time, or you can mix and match the schools as you narrow your choices.

Colleges will take either your highest individual scores from any test date or your highest one test date total, therefore you have nothing to lose by sending a complete score report each time.

Just remember, you must have your scores sent to the colleges directly from the college testing provider. If you list the colleges to receive your scores when you register to take the test you will not only save some money but you will also receive a decision from the college sooner.

SAT SUBJECT TESTS

SAT Subject tests are one hour exams, administered by the College Board, in a specific subject of study. Students may or may not be required to take them depending on the colleges to which they apply. It is a student's responsibility to determine whether they are required to take any SAT Subject tests. Students should carefully check the admission requirements for **every** college to which they intend to apply to determine whether SAT Subject tests are required. If they are, the student should also check to see how a specific college utilizes the scores - for placement into college courses, or to help in determining acceptance.

If a student must take one or more SAT Subject Tests, the same literature should be consulted to ascertain which tests are required (Math, Chemistry, Language, etc.), and when the colleges want them to be taken. Some colleges may require the test scores reach them by a certain date. Generally, most students who are directed to take SAT Subject tests take them no later than December of the senior year.

SAT Subject tests are usually given by the College Board on the same test dates and at the same test centers as the SAT Reasoning Test. The SAT Reasoning Test and SAT Subject Tests can not be taken on the same day! An SAT Subject Test in any given subject lasts one hour. A student can take one, two, or three SAT Subject tests on the same day. If a student determines that they must take SAT Subject tests, then they should register as soon as possible but not later than the dates for the December test administration.

ACT TEST

This is a test that has been developed as an alternative to the SAT Reasoning and SAT Subject tests. ACT stands for the American College Testing program. Some colleges and universities, especially in the south and west, tend to favor the ACT but most colleges will accept either the SAT or ACT. If, however, a student plans to apply to a college that will accept **only** the ACT, or if a student simply wishes to take the ACT, they should see their counselor in order to pick-up the proper registration materials. A student can also register for the ACT on line. As with SAT registrations, students are encouraged to register on-line, and also send their score reports to the colleges they plan to attend at this time.

GENERAL INFORMATION

PUBLIC UNIVERSITIES IN PA.

Since competition at the Universities that comprise the State System of Higher Education (Bloomsburg, Kutztown, East Stroudsburg, etc.), and the State Related Universities (The University of Pittsburgh, Temple University, Lincoln University, and Pennsylvania State University) has become **very** keen, it has become increasingly important that a student file applications to these schools as early as possible in the senior year.

If a student plans to apply for admission to Penn State, University Park, the student should apply in **SEPTEMBER or OCTOBER** of the senior year. This greatly increases a student's chance for acceptance. Students should call **ANY** Campus of Penn State for an application in August. They will mail a student the application as soon as it is printed. The same application is used for all Penn State branches. It is also recommended that students submit applications for any Penn State branch by the end of October of the senior year.

As a result of the large number of students who apply to Penn State each year, the University encourages students to apply on line. The University is trying to move away from paper applications and encourages interested applicants to apply electronically.

Please Note: More and more colleges are receiving applications electronically. If you choose to apply on line, you should download a copy of your application whenever possible, and you should always contact the school in about four weeks to make sure your application is complete. Also **do not forget to alert the guidance office** and complete your transcript request card, for any electronic application you submit.

2011 – 2012 SAT TEST DATES

<u>TEST DATES</u>		<u>REGISTRATION DEADLINE</u>
October 1, 2011	SAT Reasoning & Subject Tests	September 9, 2011
November 5, 2011	SAT Reasoning & Subject Tests	October 7, 2011
December 3, 2011	SAT Reasoning & Subject Tests	November 8, 2011
January 28, 2012	SAT Reasoning & Subject Tests	December 30, 2011
May 5, 2012	SAT Reasoning & Subject Tests	April 6, 2012
June 2, 2012	SAT Reasoning & Subject Tests	May 8, 2012

When you register for the SAT Reasoning Test or Subject Test remember that the school code for Notre Dame High School is:

391148

If you do not include the school code (391148) the guidance office will not have any record of you taking the SAT Test.

**SAMPLE LETTER
REQUESTING COLLEGE INFORMATION**

Your Address

Date

Director of Admissions
(College Name)
Address

Dear Sir:

I am currently a student at Notre Dame High School in East Stroudsburg, Pennsylvania and I plan to graduate in June of _____.

At the present time I am interested in pursuing a career in the field of psychology and eventually hope to be a private psychologist. Therefore, I would like to request any information you could send me about your Psychology program and your college in general. I am also interested in learning more about your financial aid programs and scholarships, so any information in this area would also be appreciated.

I would like to thank you in advance for your help and cooperation and I anxiously await your reply.

Sincerely,

(Your Signature)

(Your Name) Printed

**SAMPLE LETTER
REQUESTING AN INTERVIEW**

Your Address
DATE

Director of Admissions
(College Name)
Address of College
City, State, Zip

Dear Sir:

I am a senior at Notre Dame High School, in East Stroudsburg, Pennsylvania and I am planning to visit _____(Name of College/University) between _____(Date). As I am interested in applying for your _____ (Name of Program) for the fall of 20____, I would appreciate having an interview and tour of the campus on either _____or _____(dates), if possible. I will also be applying for financial aid and would appreciate an opportunity to have an interview with a representative of the financial aid office on the same day.

If these dates are inconvenient, I would be able to visit on _____ (alternate date). I shall look forward to hearing from you.

Sincerely,

(Your name Signed)

(Your name Typed)

**SAMPLE LETTER
WITHDRAWING AN APPLICATION**

Sometimes circumstances intervene which make it necessary for a student to withdraw an application, even before he/she received a decision from a college. Again, it is polite to inform the college of this intention.

Student's Address
Date

Director of Admissions
Name of College
Address of College
City, State, Zip

Dear Sir:

I am a senior at Notre Dame High School in East Stroudsburg, Pennsylvania.

My application for admission to _____ (Name of College/University) has been filed with you. Since my plans for higher education have changed recently, I should like to withdraw my application for admission at this time.

Please accept my thanks for your assistance and consideration.

Sincerely,

Your Signature Signed

Your Name Printed or Typed

2011-2012 ACT Dates

TEST DATE

September 10, 2011

October 22, 2011

December 10, 2011

February 11, 2012

April 14, 2012

June 9, 2012

REGISTRATION DEADLINE

August 12, 2011

September 16, 2011

November 4, 2011

January 13, 2012

March 9, 2012

May 4, 2012

When you register for the ACT's remember that the school code for Notre Dame High School is:

391148

If you do not include the school code (391148) the guidance office will not have any record of you taking the ACT Test.

INFORMATION

FOR

PROSPECTIVE COLLEGE STUDENTS