

# HOLY TRINITY HIGH SCHOOL



*College Planning Guide  
For the Class of 2019*

# **Holy Trinity Diocesan High School**

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## **Introduction**

The Holy Trinity High School Guidance Department has created this handbook to help guide you through the college selection and application process. The information in this handbook will provide you with step-by-step assistance through the college search. Hopefully, this reference will assist you in organizing your thoughts and methods, so that planning for college admissions will be a streamlined and positive experience. Your counselor has the experience and knowledge to help you and your family in the college admissions process and will be a valuable resource in college exploration.

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# THE COLLEGE SELECTION PROCESS CALENDAR

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## JUNIOR YEAR

### *SPRING SEMESTER*

#### **Program Planning**

- Pursue challenging senior year schedule
- Review graduation requirements

#### **See Your Counselor**

- Attend Junior/Parent College Information Night
- College Search Considerations
  - Students and parents are expected to use their **Naviance** account to access this information.
- Register for & take the SAT Test **AND** ACT
- Attend Holy Trinity College Fair
- Review college catalogues, websites, etc.
- See your counselor for Junior Interview
- Visit college campuses – get a feel for each college and campus while school is in session
- Attend College Fairs
- Plan summer activities – job, volunteer work, travel
- Hand out Recommendation Requests forms to at least two teachers
- Prepare a resumé (see p.10)
- Complete and return Parent “Brag Sheet”
- Prepare Student Self-Evaluation in Naviance
- Athletes should register on the NCAA Clearinghouse website and request transcripts be sent by the Guidance Office.
- Use Method Test Prep for SAT/ACT practice

### *SUMMER*

- Request information from Colleges and check college websites. Most information can be found online.
  - Course Catalogue
  - View Book
  - Application
  - Scholarship/Financial Aid Information
- Visit Colleges
- Work, Travel and/or Study
- Research Private Scholarships
- Work on college essays and update resumé

## SENIOR YEAR

### *FALL SEMESTER*

#### **See Your Counselor**

- Register for and take SAT Test, SAT Subject Tests, and ACT
- Check to see that your teacher recommendations and SAT and ACT scores are on file
- Have SAT and ACT scores sent directly to the colleges to which you have applied.
- Update and submit your resumé
- Visit colleges while in session (if possible)
- Attend College Fairs
- Meet with college representatives who visit Holy Trinity during school lunch periods
- Maintain high level of academic performance
- Narrow down your college choices, complete applications and submit them to secretaries
- Be aware of college application deadlines
- Decide on early decision/early action options
- When you receive your Early Decision notification, see your counselor immediately
- Refer to Guidance Department website for college scholarship information, college visits, Open Houses and on-site visits.
- Attend Financial Aid Night at HTHS
- Apply online for FAFSA and CSS Profile

### *SPRING SEMESTER*

- Have seventh semester grades sent to all colleges that request them
- Continue to read Guidance Department website for important information
- On or before May 1<sup>st</sup> (common reply date), accept offer of admission to the college you will attend
- Decline other acceptances in writing
- Submit college tuition deposit and call Financial Aid Office to discuss your financial aid package
- Present letters of college decisions and scholarship offers to the guidance secretary
- Inform your counselor of the college you will attend
- Final transcripts will be sent to your college after July 4<sup>th</sup>

# COLLEGE TESTING INFORMATION

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***THE HOLY TRINITY HIGH SCHOOL CODE NUMBER IS 332-363.***

**Be sure that you enter this code on your registration form and on the exam. Do not enter the code of the school where you are taking the test.**

**\*\* It is recommended that the SAT Test and the ACT be taken in the spring of junior year and again in the fall of senior year. We suggest that you take advantage of the four free score reports offered by both the SAT and the ACT and have your scores sent to the colleges of your choice.**

**SAT TEST** - The SAT Test is a college admissions exam that includes reading, writing and language, math and an optional essay. Scores in each section are from 200 to 800, with a TOTAL of 400-1600. The student must notify the Educational Testing Service (ETS) to send the scores to Holy Trinity so they may become part of his/her permanent record. **IT IS THE STUDENT'S RESPONSIBILITY TO REGISTER FOR THE SAT TEST AND TO HAVE THE TEST SCORES SENT DIRECTLY TO THE COLLEGES TO WHICH HE/SHE IS APPLYING. Register at [sat.org/register](http://sat.org/register).**

**SAT SUBJECT TESTS** - These are one-hour tests, which measure your knowledge of specific subjects and your ability to apply that knowledge. The majority of schools do not require SAT Subject Tests, and those that do generally use the scores for placement. Check college literature to see if SAT Subject Tests are required. These tests are generally taken at the end of the junior year and the beginning of the senior year, but also as science courses are completed (i.e., Biology, grade 9; Chemistry, grades 10 and 11; Physics, grades 11 and 12). Students should consult with the subject teacher for advice before registering for these tests. The SAT Subject Tests are scored on the same 200-800 basis as the SAT Test. **IT IS THE STUDENT'S RESPONSIBILITY TO REGISTER FOR THE SAT SUBJECT TESTS AND TO HAVE THE TEST SCORES SENT DIRECTLY TO THE COLLEGES TO WHICH HE/SHE IS APPLYING. Register at [sat.org/register](http://sat.org/register).**

**ACT (AMERICAN COLLEGE TESTING PROGRAM )** - The ACT Assessment contains four tests that measure academic abilities or academic development in the areas of English, mathematics, reading, and science reasoning. The ACT will also offer an optional writing section which we recommend you take. A multiple-choice test, the ACT is scored on the basis of 0 (low) to 36 (high), and its scores are recorded in the four categories in addition to the writing section. In addition, there is a composite score. Most colleges that accept the SAT Reasoning Test also accept the ACT. The student must notify the ACT Service to send the test scores directly to the colleges to which he/she is applying and to Holy Trinity so they may become part of his/her record. Some colleges are using ACT subscores in place of SAT Subject Test scores. **IT IS THE STUDENT'S RESPONSIBILITY TO REGISTER FOR THE ACT AND TO HAVE THE TEST SCORES SENT DIRECTLY TO THE COLLEGES TO WHICH HE/SHE IS APPLYING. Register at [act.org](http://act.org).**

# NAVIANCE COMPUTER PROGRAM

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**Naviance** is an online college preparation tool meant to help students, parents, and educators prepare for the college admissions process. **Naviance** can be used as a source of information about colleges and universities as well as a vital link between counselor and student.

The **Naviance Family Connection (Naviance Student)** will allow students to:

1. **Keep track of the college application process** - Build a resume, complete on-line surveys, and manage timelines and deadlines for making decisions about colleges and careers.
  2. **Research colleges** - Compare GPA, SAT scores and other statistics to actual historical data from our school for students who have applied and been admitted in the past. Scattergrams are a great tool to help categorize reach, target and safety schools.
  3. **View college visits** - Find out which colleges are visiting our school and see those representatives during the lunch periods.
  4. **Explore career opportunities**
  5. **Check out scholarships** - Scholarship searches and scholarship application links are available.
  6. **View the student's personal statistics**
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## COMMON APPLICATION

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In order to facilitate the electronic submission of transcripts and supporting documents from Holy Trinity, it is necessary that every student register with [www.commonapp.org](http://www.commonapp.org). Completing the Common Application registration will enable every student to complete the FERPA (Family Educational Rights and Privacy Act) agreement. Directions for completing this will be given to student in September of Senior year. Completing the FERPA gives Holy Trinity permission to release the student's transcripts electronically to those colleges that will accept electronic submission of materials. Nothing will be forwarded without the student's permission. Additionally, all students must submit a completed Transcript Processing Form to the secretaries for each college to which they apply. This will allow the Guidance Office to forward any records, whether by mail or electronically.

**\*\*\* IT IS VERY IMPORTANT THAT YOU COMPLETE ONLY ONE COMMON APPLICATION ACCOUNT AND REMEMBER ALL THE PERTINENT INFORMATION REGARDING THIS ACCOUNT (ID, PASSWORD, ETC.) It is suggested that this be done AFTER Aug. 1.**

**NOTE:** Transcript requests will not be accepted until the FERPA agreement is processed. You may verify this with Guidance.



# FACTORS TO CONSIDER IN SELECTING A COLLEGE

## SEVEN TOPICS FOR DISCUSSION

### ACADEMICS

- What is the average class size? Largest? Smallest?
- Does the college have a core curriculum requirement?
- What is the college's procedure for student orientation?
- How is a faculty advisor assigned to students?
- What services does the school offer for the student who is undecided about a major?
- Do students usually graduate in four or five years?
- What are the most popular/strongest majors?
- Are students taught by full-time faculty members, graduate assistants, or a combination of both?
- Are there any unique programs (honors, certificate, accelerated, general studies, 3/2, study abroad)?
- What types of additional services does the school provide to the student at no extra cost (e.g., tutoring, career and personal guidance, study skills, workshops, or job placement)?
- Is there a program for students with learning disabilities?

### ADMISSION POLICIES

- What high school courses are required/recommended?
- What is the academic profile of the school?
- Are SATs, and/or ACTs required?
- Is the resumé a factor in the admissions process?
- Is an essay required?
- Is there an Early Decision or Early Action Plan?
- Are letters of recommendation or personal interviews required?
- Are there special requirements for certain majors?
- Can admission denials be appealed?
- What are the application deadlines?

### ABOUT THE COLLEGE

- What is the current student enrollment?
- Where is the college located (city, suburb, rural)?
- What is the distance from home?
- What is the surrounding community like?
- Is the college public, private, church-affiliated?
- What special or unique programs are offered?
- What are the campus security policies and procedures?
- What is the academic calendar?
- What is the policy regarding AP courses and college courses taken at Holy Trinity?

### STUDENT POPULATION

- Where do the majority of students come from?
- Do most of the students commute or live on campus?
- What types of student activities are available?
- What athletic programs are available?
- Is housing available/guaranteed for freshmen?
- Is housing available for all four years?
- Is the student population diverse?
- How many freshmen returned for their sophomore year?

### CAMPUS LIFE

- What is the male-to-female ratio?
- Are the dorms coed or single-sex?
- Are there opportunities for Campus Ministry?
- Is this a "suitcase college" where many students go home on the weekends?
- What are the procedures for selecting a roommate?
- What is the policy regarding alcohol on campus?
- What is the policy regarding automobiles on campus?

### COLLEGE COSTS

- What is the cost of tuition? Room and board?
- Are there any other fees?
- What is the difference in cost for in-state and out-of-state students?
- Are students required to place deposits upon acceptance for tuition and housing? Are these refundable?
- When do bills have to be paid? Does the college have payment or guaranteed tuition plans?

### FINANCIAL AID

- What percentage of students receive financial aid based on financial need?
- What would be a typical financial aid package for a freshman?
- What are the financial aid application procedures and deadlines?
- When are the financial aid applicants notified of their awards?
- Are there campus jobs available?
- Does your school require the CSS Profile?



# THE TOP 10 THINGS TO REMEMBER ABOUT COLLEGE ADMISSIONS

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## 10. Start looking early.

Begin the college search in your junior year. There's a lot to learn and you're going to be very busy as a senior!

## 9. Take responsibility.

Take the initiative; don't wait for your parents or school counselor to get on your case. **YOU** are the one who is going to college. **YOU** should be making the appointments to visit colleges and requesting information. This is your chance to be in charge!

## 8. Don't procrastinate.

Try to keep on top of things. Ask for teacher recommendations EARLY. Give yourself plenty of time to write, edit, and rewrite your essay. Plan to have things done ahead of time. If there's a problem (*you get mono, your recommendation gets lost in the mail, the dog eats your application, whatever*) you'll still have plenty of time to take care of things.

## 7. Educate yourself.

Research the colleges in which you are interested and learn about some new ones. Get an idea of what's out there. The best decision you can make is an educated one! Your **Naviance** account is an excellent tool.

## 6. Visit colleges.

After reading up on schools and meeting with college representatives, make sure you tour the campuses and, if possible, have an interview. An overnight visit is helpful in determining that each college has a different "personality" and you need to find out if it's a good match for you. If it is not possible to visit the colleges, go to the college website for a virtual tour.

## 5. Talk with the students.

Students will give you the inside scoop on the food, dorms, social life, accessibility of the faculty, etc. Eavesdrop on them in the student union if you have to.

## 4. Know what you want.

After doing research, visiting some schools and talking with students, narrow down what you're looking for: big/small, public/private, nearby/far away, liberal arts/specialized, coed/single sex, independent/religiously affiliated.. **Be sure to include safety schools**. Don't rule out a school simply based on cost; you never know what type of financial aid package you could get!

## 3. The essay: be yourself and answer the question.

Don't write about what you think colleges want to hear; write about something you know, something that is important to you. Make sure you answer the question! Sample questions on [www.commonapp.org](http://www.commonapp.org).

## 2. Know the deadlines.

There are deadlines for *everything*: SATs, ACTs, college applications, scholarship applications, financial aid, acceptance responses, auditions, portfolio reviews, etc. Make sure you know what the deadlines are!

## 1. Keep your grades up!!!!

Grades are an important part of your application. Fight senioritis! Finish strong! College acceptances are pending successful completion of Senior year.

## **APPLICATION PROCEDURES**

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- Parent “Brag Sheet” and Student Self-Evaluation (to be completed on Naviance) should be completed and submitted to your counselor by the end of Junior Year.
- Two Teacher Recommendations should be completed before your college or scholarship applications can be processed.
- Check all **APPLICATION AND SCHOLARSHIP DEADLINES** and have your Transcript Processing Form ready to submit to the Guidance Office secretaries **at least 10 working days** prior to the deadline.
- Check college requirements for submitting SAT Test, SAT Subject Tests and/or ACT scores. **Students must request test scores to be sent directly to the college from the testing company.**
- Complete a Transcript Processing Form for each application submitted, including all on-line applications. These forms may be obtained in the Guidance Office or on-line and serve a dual purpose. The student signature serves as a release of transcript information online to the college and the form itself serves as a record for the Guidance Department. There is a \$5.00 fee for each request.
- All paper applications and Transcript Processing Forms, with the proper fees and any additional information, should be given directly to the Guidance Office secretaries, who will forward them to your counselor.
- Senior year 1<sup>st</sup> semester grades are sent to colleges **ONLY** at the request of the student.
- Following notification by the student, a final transcript is sent to the college in which he/she plans to enroll. This will be mailed in early July.

### **ON-SITE INTERVIEWS**

Many of our local colleges/universities provide senior students the opportunity to submit an application and interview with an admissions counselor here at Holy Trinity. The following schools participated in this program during the 2017-2018 school year: Adelphi University, Hofstra University, LIU Post, Molloy College, St. John’s University.

The college will waive the application fee for any student submitting an on-site application. Eligibility is determined by the COLLEGE based on specific GPA and SAT/ACT scores.

To participate in this program the student must submit required documents at least 10 days prior to the on-site application registration date. The student will be given an appointment pass on the day of the interview. Dates for the various on-site interviews will be posted in senior homerooms and listed on the Holy Trinity Guidance website and NAVIANCE.

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## EARLY ACTION / EARLY DECISION

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### **What is Early Decision?**

Early Decision Plans allow you to apply early (usually in November) and get an admission decision from the college well in advance of the usual notification date. Please be aware that Early Decision is a very competitive program. Early Decision Plans are “binding,” meaning if you apply as an Early Decision candidate, you agree to attend the college if it accepts you and offers an adequate financial aid package. Although you can apply to only one college for Early Decision, you may apply to other colleges under regular admissions. **If you’re accepted by your Early Decision college, you must withdraw all other applications.** Usually colleges insist on a nonrefundable deposit well in advance of May 1.

### **When You Should ....**

You should apply under an Early Decision Plan **only** if you are very, very, sure of the college you want to attend. These plans make a lot of sense if one college is your clear preference and if your profile closely matches that of the students at that college.

### **When You Should Not ....**

Do not apply under an Early Decision Plan if you are considering weighing offers and financial aid packages from several colleges later in the spring. Furthermore, you shouldn’t apply early if you do not meet and/or exceed the college admission criteria.

### **What is Early Action?**

Early Action Plans are similar to early decision plans in that you can learn early in the admissions cycle (usually in January or February) whether a college has accepted you. But unlike Early Decision, most Early Action Plans are not binding, meaning you do NOT have to commit to the colleges and you will be able to compare offers of admission and financial aid. Usually, you can let the college know of your decision in the late spring, or earlier, if you’ve made up your mind. Be sure to read carefully the college’s guidelines before applying under an Early Action Plan. Each plan differs and some colleges may want you to commit to the school before the spring.

**Please be aware that some highly competitive colleges have recently initiated a “single-choice” Early Action Plan in which a student can apply Early Action to only one college.**

Because Early Action is similar to Early Decision, the reasons why you should or should not apply under Early Action are basically the same.

### **When You Should ...**

You should apply under an Early Action Plan only if you are sure of the college you want to attend. Although Early Action is not binding, by applying early to colleges you are telling them that you have a true interest in their school.

### **When You Should Not ...**

You should not apply under an Early Action Plan if you are unsure that you want to attend that college and/or you do not fit the profile of the average applicant.

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## **TEACHER RECOMMENDATION FORMS**

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Teacher recommendations are an essential part of the college admissions process, therefore:

- **Select recent teachers who will give you a favorable recommendation.** Colleges like a recent impression of the student.
- **Ask teachers whose subject may relate to a future area of study.** For example, if you plan on studying engineering, you should include a recommendation from a math and/or science teacher.
- **Choose teachers who can comment upon growth and willingness to work.** Colleges are more interested in learning how a student strives to improve than about how easy it is for him to earn A's.
- **Approach teachers early, preferably in the spring of Junior year or at least two months in advance of the college deadline.** If you procrastinate, you may find your recommenders of choice are already over-committed.
- **Don't catch a teacher on the run, in between classes.** Schedule an appointment with the teacher to request your college recommendation.

## **WRITING YOUR COLLEGE ESSAY**

### **DO**

- **WRITE IT YOURSELF!!!** Colleges are very good at identifying essays written by parents, consultants, and others
- Write "lean," avoiding unnecessary words
- Pay attention to neatness, grammar, and spelling
- Start early and allow time to revise, reword and rewrite
- Read directions carefully
- Answer questions as directly as possible
- Tell the truth about yourself
- Focus on the aspect of yourself that will show your best side
- Feel comfortable expressing anxieties
- Speak positively – negatives turn people off
- Write about your greatest assets and achievements

### **DON'T**

- Repeat information given elsewhere on your application
- Write about general, impersonal topics, unless otherwise instructed
- Use cliché or flowery language
- Go to extremes: too witty, too opinionated, or too "intellectual"
- Try to win the Pulitzer Prize – colleges are interested in learning about you and how you express your thoughts

# SAMPLE RESUMÉ

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## **Trinity Titan**

123 Main Street  
 Anywhere, NY 11801  
 (516) 987-6543  
 e-mail: trinity.titan@holytrinityhs.org

### **Objective**

To gain admission to a competitive college and to pursue a career in Elementary Education

### **Education**

9/15 – 6/19

#### **Holy Trinity Diocesan High School, Hicksville, New York**

- *New York State Regents Diploma with Advanced Designation*

### **Extracurricular**

- National Honor Society (11,12)
- Student Council (9,10,11,12)
- JV Lacrosse (9,10); Captain (10)
- JV and Varsity Soccer (9,10, 11, 12) (Captain (11, 12)
- Spirit Night Participant (9,10,11,12)
- Parkview Nursing Home Volunteer (11,12)
- CYO Basketball – Assistant Coach (11,12)
- Holy Trinity Open House Tour Guide (11,12)
- Holy Trinity Freshman Orientation Group Leader (12)
- Eucharistic Minister (12)

### **Honors and Awards**

- Holy Trinity High School Academic Honor Roll (9,10,11,12)
- Most Valuable Player – Varsity Soccer (11)
- Coaches' Award – JV Soccer (10)

### **Work Experience**

10/17 to present

#### ***Restaurant Hostess***

Milleridge Inn, Jericho, NY

- Greet customers in a high volume restaurant
- Direct seating arrangements
- Assist staff with table settings
- Coordinate banquet details

6/18 – 2/19

#### ***Sales Associate***

CVS, East Meadow, NY

- Stock and inventory duties
- Customer sales and service

# THE COLLEGE VISIT

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## WHY CAN'T I JUST READ ABOUT AND/OR TALK TO PEOPLE ABOUT COLLEGES?

A visit to a college campus enables you to form your own opinions regarding the academic program, social life and living environment of a college or university. Don't rely on hearsay. Get as much first-hand information as possible. If a visit is not possible, check the college website for a virtual tour.

## WHEN IS THE BEST TIME TO VISIT THE CAMPUS?

The best way for you to learn about the educational programs, faculty, facilities, atmosphere, and spirit of a college is to visit the campus when classes are in session. If you cannot visit the campus during the school year, summertime is another possibility. Also, many colleges sponsor Open House Programs. The Guidance Department posts information regarding Open House Programs on the Guidance website and you can also get this information on the college websites.

## WHAT SHOULD I LOOK FOR WHEN I VISIT A COLLEGE?

There are several things to which you should pay particular attention when you visit a college. Look at the facility itself: Is it well maintained? Do the residence halls seem comfortable? Is it in an area in which you would like to live most of the year? What are the surroundings like? Is it urban, suburban, or rural? How do the students and professors feel about the school? Do they mention negative aspects as well as positive aspects?

## COLLEGE VISIT INTERVIEW TIPS:

- **PREPARE** - Write down questions to ask, think of answers for questions that may be asked of you, do research on the college.
- **LISTEN AND RELAX** - Think of the interview as a conversation, pay attention to what is being said, respond accordingly, ask questions, but realize the interview is a two-way discussion.
- **BE HONEST** - Let the admissions officers see "the real you". That's the best way to figure out if you will adapt well to the college's environment and academic expectations.
- **EYE CONTACT** - Eye contact tells the interviewer that you are sure of yourself, you're interested in what he or she has to say, and you're serious about the interview.
- **PROMOTE YOURSELF** - Don't be afraid to discuss things in which you excel. You can talk about your talents without bragging. Let them know what you can do.

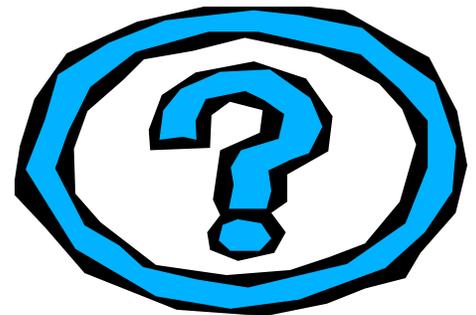
**THINGS YOU SHOULD ASK FOR:** (NOTE: You may be able to locate these through the website of the college/university.)

1. Student Handbook
2. Course Catalog
3. School Newspaper

## SAMPLE QUESTIONS ASKED BY INTERVIEWERS

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- a. What major field are you interested in?
- b. Why did you choose to apply to this college?
- c. Do you need scholarship help?
- d. What are your co-curricular activities, both in school and in the community?
- e. What are you interested in doing after graduation and why?
- f. What subjects are you taking in high school?
- g. What books, not required by classroom teachers, have you read during the past year?
- h. What are your favorite school subjects?
- i. What have you done during the summer vacation?
- j. How many persons are in your family?
- k. Do you have any questions for me?
- l. Why do you wish to pursue a college education?
- m. What do you think a college education can do for you?
- n. What have you done in high school in your proposed major field?
- o. What do you usually do in your spare time?
- p. Do you know any alumni or present students of this college?
- q. What other colleges have you applied to and/or visited?
- r. Have you definitely decided upon your future plans and do you think you can accomplish these plans?
- s. Do you like challenges?
- t. What do you know about this college?
- u. Is this college your first choice at this time?
- v. Do you intend to work while you are in college?
- w. Is there anything you would like to tell me about yourself that cannot be found on your application?
- x. How would your peers describe you?



## SCHOLARSHIPS

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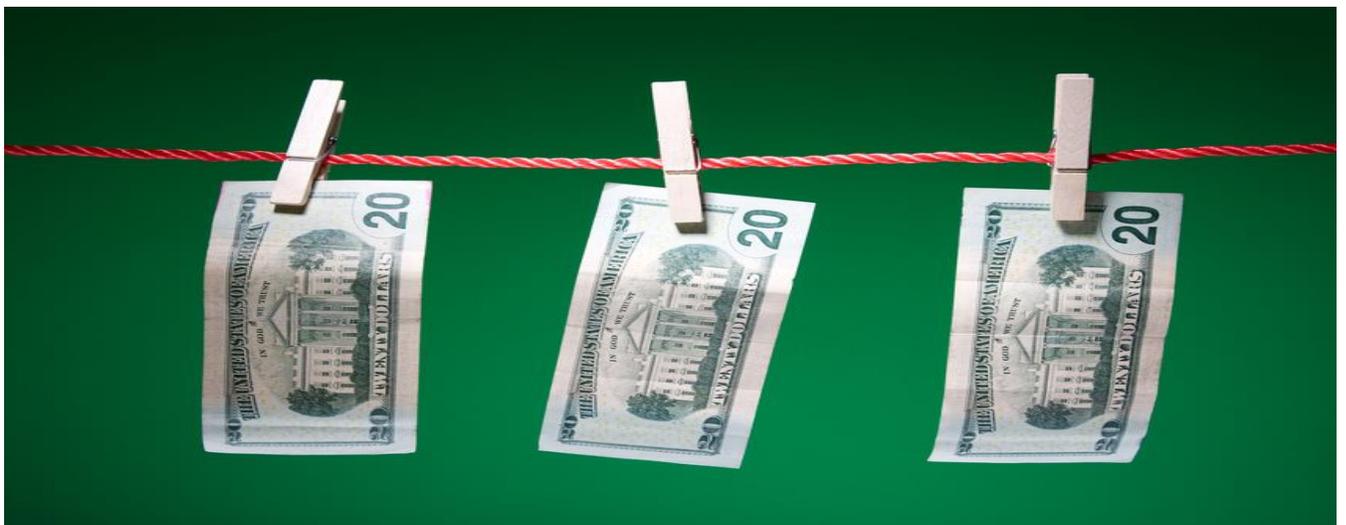
Have you heard that millions of scholarship dollars go unclaimed each year, or been told stories about outstanding students who couldn't get a scholarship? The fact is, there *are* thousands of scholarships available. Many of them, however, have very specific eligibility criteria. A student, for example, might need to go to XYZ college, have a 28+ ACT score, and also belong to a particular ethnic group. For another scholarship, a student might need to be a female in the upper 10% of her class with a specific major.

When it comes to academic scholarships, students generally must have an outstanding GPA (3.5 or better), high ACT/SAT scores, and excellent recommendations. For most scholarships, applicants are also expected to be involved in extracurricular and community activities. In order to receive an athletic or talent scholarship, a student must be *truly* outstanding.

Even though it's not easy to obtain scholarships, students and parents who are willing to invest the time and energy often find that their efforts pay off handsomely. When looking for scholarships, keep the following in mind.

- Start early. Begin looking into scholarship possibilities during your junior year. *Finding and applying for scholarships takes a great deal of time and effort!*
- While groups and organizations offer numerous scholarships, most of the large scholarships are awarded by the colleges themselves. Contact the financial aid office of the college(s) you're considering and ask them for information on the scholarships they offer.
- Private colleges are generally more expensive, but they are often more generous when awarding scholarships. Don't rule out a private college until you have seen their financial aid package.
- Network. Tell everyone that you are looking for scholarships. Check for scholarship opportunities available through public and private organizations, churches, unions, banks, professional organizations, clubs, lodges, foundations, and local and state government agencies. Also, look for scholarship opportunities in your local newspaper(s).
- Make sure your teachers and guidance counselors have plenty of time to write recommendations and prepare transcripts. ***Be aware of deadlines!*** Scholarships that need a transcript must be submitted to the Guidance Office with a Transcript Request Form at least 10 working days prior to the application deadline.

- Look for local scholarships (Rotary, PTA, etc.). These scholarships are generally for smaller amounts (\$100 - \$1,000), but they're usually easier to get.
- Colleges look for students who excel in a specific area or who have an unusual talent. They also look for students who will bring diversity to their campus. Colleges often offer these students scholarships to encourage them to attend their school.
- Always check to see if financial aid and scholarship awards are renewable. A one-year scholarship is for one year only; a renewable scholarship can become a four-year scholarship.
- Be suspicious of scholarship services that charge a fee. Most of these services provide little information of value and some are outright scams. The FTC estimates that hundreds of thousands of families are scammed out of millions of dollars each year by fraudulent companies.
- Search for scholarships online. The websites listed below are able to match a student's interest, plans, background, and special circumstances with thousands of government, community and campus-based scholarship programs.
  - [www.fastweb.com](http://www.fastweb.com)
  - [www.scholarships.com](http://www.scholarships.com)
  - [www.connection.naviance.com/holytrinity](http://www.connection.naviance.com/holytrinity)
  - [www.commonapp.org](http://www.commonapp.org)
- Finally, go to the website ----- OFTEN! The website is updated with scholarship opportunities that come through the Guidance Office on a regular basis!



# STUDENT - ATHLETES

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## NCAA CLEARINGHOUSE

A central clearinghouse will certify your athletic eligibility for NCAA Division I and Division II Sports Programs. Below is some important information that will assist you.

### CERTIFICATION

If you intend to participate in Division I or Division II athletics as a freshman, you must register and be certified by the NCAA Initial-Eligibility Clearinghouse.

### CLEARINGHOUSE REGISTRATION

NCAA has implemented online registration for prospective student-athletes. To register, access the registration materials by visiting the Clearinghouse Website at:

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

- From the home page, “Welcome to NCAA Eligibility Center”, follow the directions and create a new account.

Upon completion of this process you must request that Holy Trinity send your official transcript to the NCAA Clearinghouse. In order to do this, you must complete a Transcript Processing Form and submit it to the Guidance Office secretary with the \$5.00 fee. A copy of your final transcript will be sent to NCAA after graduation.

### TEST SCORES

To be certified, you also must submit either your ACT or your SAT Reasoning Test scores to the Clearinghouse. These scores must be sent directly from the testing agency to the Clearinghouse. **The CEEB code for the NCAA Clearinghouse is 9999.**

### FOR ADDITIONAL INFORMATION VISIT:

[www.collegiatedirectories.com](http://www.collegiatedirectories.com)

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



## FINANCIAL AID

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Federal, state, and institutional financial aid consists of grants and scholarships (which are not repaid), work programs, and loans.

- To begin the financial aid process, you must complete a “Free Application for Federal Student Aid” (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). See the guidance web site for the link to apply for your pin number. Forms should be completed as early as October. As a New York State resident and if your child is going to a college in New York, he/she may be eligible for TAP. You can apply through FAFSA or at [www.hesc.ny.gov](http://www.hesc.ny.gov).
- Attend Holy Trinity’s Financial Aid Evening Program in the fall.
- You must apply for financial aid every year. There is no guarantee that the same amount of aid will be awarded every year.
- Changes in your family situation affect your eligibility. If there are any changes in your financial circumstances after financial aid has been awarded, contact the financial aid administrator of the college you are planning to attend.
- The CSS (College Scholarship Services) Profile Financial Aid Form is an additional application required by specific colleges. The form is available online at [www.collegeboard.org](http://www.collegeboard.org). This form can be filed in the fall of senior year (participating colleges are listed on the website). You will be charged a fee for completing this form.
- After completing the FAFSA and/or CSS Profile, the students will receive a Student Aid Report (SAR). Check this document carefully to make sure the information is correct and respond to any requests for additional information promptly. If you want additional colleges or programs to receive your FAFSA and/or CSS Profile, request them from the service.
- Upon receipt of your financial aid package from the college, review it and **contact the college financial aid administrator if you have any questions.**
- Please note: a financial aid application must be on file at the college to be considered for many scholarships.



## JUNIOR YEAR CHECKLIST

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### “A DOZEN DUTIES”

STUDENT’S DUTY	DATE EXPECTED	DATE COMPLETED
<b>1. Register for the SAT (Use HTHS code - 332363)</b>	<b>May 5 SAT deadline- 4/06/18 June 2 SAT deadline- 5/03/18</b>	
<b>2. Register for the ACT (Use HTHS code - 332363)</b>	<b>June 9 ACT deadline - 5/4/18</b>	
<b>3. Attend Junior/Parent College Information Night</b>	<b>3/26/18 7:30 pm Auditorium</b>	
<b>4. Attend Holy Trinity College Fair</b>	<b>4/18/18 7:00 pm Gymnasium</b>	
<b>5. See your counselor for your Junior Interview</b>	<b>Spring 2018</b>	
<b>6. Distribute 2 Teacher Recommendation Forms</b>	<b>Spring 2018</b>	
<b>7. Complete the Student Self-Evaluation Form in Naviance</b>	<b>By June 1</b>	
<b>8. Have parent complete and return Parent “Brag Sheet”</b>	<b>By June 1</b>	
<b>9. Prepare a resume</b>	<b>By June 1</b>	
<b>10. Continue to use Naviance to research colleges (refer to pages 3/4)</b>		
<b>11. Obtain information from colleges: college profile, course catalog, student handbook, admissions requirements</b>	<b>Now through Summer 2018</b>	
<b>12. Visit college campuses: Compare — Contrast — Evaluate</b>	<b>Now through Summer 2018</b>	

# COLLEGE INFORMATION WORKSHOPS

Presented by the Holy Trinity Guidance Department

**Mon., March 26, 2018**  
**7:30 p.m. Auditorium**

## Junior/Parent College Information Night

*Ms. Kristen Capezza*, the Director of Admissions for Adelphi University, will assist you in understanding the process as well as clarifying your expectations about college admissions. The evening will also consist of an explanation of the procedures used by Holy Trinity and college admissions offices. *It is a very important night for you and your son/daughter.*

**Wed., April 18, 2018**  
**7:00 p.m. Gymnasium**

## Holy Trinity College Fair

Admissions counselors from public/private colleges, technical schools and the military will be present with an abundance of information regarding entrance requirements, curriculum offerings, physical equipment (including libraries, laboratories, residence facilities), health services, religious programs, extracurricular activities, scholarships, grants-in-aid, student loans and more!

**TBA, September, 2018**  
**7:00 p.m. Auditorium**

## College Information Night for Seniors and Parents

Since our junior interviews last spring, we hope that you have been able to visit colleges, discuss realities regarding academics and finances and begin looking seriously at college applications. The Guidance Department would like to continue your journey by reviewing pertinent information and procedures for applying to colleges, obtaining scholarships, processing applications, etc.

**Wed., October 3, 2018**  
**7:00 p.m. Cafeteria**

## Financial Aid Night

A representative from a local college Financial Aid Office will be the presenter of an updated program that will take you step-by-step through the process of completing the FAFSA form and acquaint you with the Financial Aid Profile of the College Scholarship Service.



***PARENTS AND STUDENTS SHOULD  
MAKE EVERY EFFORT TO ATTEND  
EACH OF THESE PROGRAMS.***

## **GLOSSARY OF TERMS YOU SHOULD KNOW**

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**ACCREDITATION:** Recognition by an accrediting organization or agency that a college meets certain minimum standards in programs, services, and facilities.

**ACT:** American College Testing Program – an alternative college admission test. This test measures English, mathematics, reading and science reasoning abilities. **We strongly recommend that students take the ACT with writing in addition to the SAT Test.**

**(AP) ADVANCED PLACEMENT:** Courses offered in high school for which colleges may grant advanced standing and/or college credit depending upon grades earned on AP exams. Holy Trinity offers 9 AP courses.

**AID PACKAGES:** A combination of aid (scholarships, grants, loans and work study) determined by a college's financial aid office.

**ASSOCIATE DEGREE:** A degree received for completing a college program, after two years. (A.A., A.S., etc.)

**BACCALAUREATE DEGREE (BACHELOR'S):** A degree conferred upon a student after completing the required undergraduate program at an accredited college, usually after four years. (B.S., B.A., etc.)

**CANDIDATES' REPLY DATE AGREEMENT:** An agreement by participating colleges allowing students to defer attendance decisions until May 1<sup>st</sup>, enabling them to hear from most colleges to which they apply before selecting one.

**CEEB:** (College Entrance Examination Board) **Holy Trinity's CEEB code is 332363.** This six-digit number is used by both the SAT and ACT programs to send a report of a student's scores to his/her high school. The student must use this code and not the code of the school in which they are taking the exam in order for Holy Trinity to receive the scores.

**CSS PROFILE:** College Scholarship Services is an additional financial aid form filed in the fall of senior year, required by specific colleges to standardize the method of determining student financial aid status.

**CUNY:** City University of New York

**EARLY ACTION:** The student applies early in the fall of senior year and receives notification usually by the end of January. This is **not** a binding commitment and allows the student to submit additional applications and to accept or decline the offer of admission by May 1.

**EARLY DECISION:** The student applies early in the fall of senior year (usually by November 1) to his/her **FIRST CHOICE** college and **agrees by contract to enroll in that college if offered admission.** If accepted (usually by the end of December), the student **MUST** withdraw all other applications.

**ETS (EDUCATIONAL TESTING SERVICE):** A non-profit organization which oversees the various testing and financial aid programs of the CEEB. (SAT Test, SAT Subject Tests, AP).

**FAFSA (FREE APPLICATION FOR FEDERAL STUDENT AID):** The application for federal student financial aid, processed at no cost to the applicant. It is used to determine a student's eligibility for federal grants, loans and work study funds.

**GPA (GRADE POINT AVERAGE):** An indicator of the student's overall scholastic performance.

**GRANTS:** Awards based on financial need that do not require repayment. Grants are available through the federal government, state agencies and educational agencies.

**HONORS PROGRAM:** Any college program offering opportunities for superior students to enrich their educational experience through independent, advanced or accelerated study.

**NCAA:** National Collegiate Athletic Association. (see page 17)

**OFFICIAL TRANSCRIPT:** A transcript that has been received by a college or institution directly from Holy Trinity High School. It must bear an authorized signature.

**ON-SITE ADMISSIONS INTERVIEWS:** Students will be interviewed individually here at Holy Trinity by college admissions representatives and a decision will be given.

**PSAT (PRELIMINARY SCHOLASTIC APTITUDE TEST):** A shorter version of the SAT Test given during sophomore and junior year. The results determine eligibility for the National Merit Scholarship Program, the National Achievement Scholarship Program for Outstanding Black Students and the National Hispanic Recognition Program for JUNIORS only.

**ROLLING ADMISSIONS:** An admissions procedure by which a college considers each application as soon as all required materials have been received. The college then notifies each applicant of acceptance or rejection as soon as possible. Candidates have until May 1<sup>st</sup> to reply to the college.

**SAR (STUDENT AID REPORT):** Report returned from FAFSA application to student indicating financial aid eligibility.

**SAT TEST:** A standardized test which measures reading, writing and language, and math. There is also an optional essay. Most colleges require this as part of the admissions process.

**SAT SUBJECT TESTS:** Individual subject tests that measure your knowledge of a particular subject and your ability to apply that knowledge.

**SCORE CHOICE:** A College Board policy which gives students the option to select the SAT Reasoning scores and the SAT Subject test scores they send to colleges.

**SOAR:** Student Online Academic Record. Self-reported testing and academic record system used by SUNY.

**SUNY:** State University of New York

**TAP:** Tuition Assistance Program in New York State which is automatically identified through the FAFSA Form. A student must attend a college in New York State in order to be eligible.

**UNOFFICIAL TRANSCRIPT:** A transcript that can be given directly to the student but will not be used as an official document for admissions purposes. It can also be printed from the Student Information System on the Holy Trinity High School website.

**WAITING LIST:** A term used by institutions to describe a process in which they may initially delay offering admission. Colleges offer admission to waiting list candidates if an insufficient number of regularly admitted candidates do not accept their offers of admission.

