



CHAPELGATE
CHRISTIAN ACADEMY

Guide to College Admissions 2017-18

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Student Name: _____

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Junior/Senior Year Timeline

Date	Task	✓
October 2016	Take PSAT	
December 2016	Use PSAT test results to register for Khan Academy test prep	
January 2017	Attend College Planning Night	
January 2017	Register for SAT or ACT	
February 2017	Establish initial college criteria with parents	
March 2017	Compile resume/list of activities	
Spring Break	Visit colleges	
April 2017	First parent/student college consultation with Mrs. Barrett	
January-June 2017	Take SAT or ACT for first time	
June 2017	Create Common App account and get all the easy information filled in	
July-August 2017	<ul style="list-style-type: none"> • Visit colleges, complete by August • Take SAT or ACT prep class if needed 	
August 1, 2017	Common App essay completed	
September 15, 2017	Talk to teachers about letters of recommendation	
Sept/Oct 2017	Take SAT or ACT for 2 nd time if needed	
October 15, 2017	Complete college visits Finalize college application list Enter list of colleges in your Naviance account	
October 31, 2017	Complete Common Application	
November 2017	Work on finishing up applications	
December 23, 2017	All college applications complete so you can enjoy Christmas break!	

EVERYTHING YOU NEED TO KNOW ABOUT SAT AND ACT TESTING

While many colleges require students to take either the ACT or the SAT, the test score is not the only component to the application, so it is important to keep testing in perspective. **Student academic achievement in the classroom is definitely the most important part of a student's academic record.** Extracurricular activities, while important, will never supersede your performance in the classroom or on standardized tests. Students should enroll in the most challenging classes appropriate for their abilities, and those who plan, study, and familiarize themselves with the test format through the use of practice materials are often able to achieve scores which accurately reflect their school performance.

Should you take the ACT or the SAT?

It really doesn't matter. All colleges will take either test.

How many times should you take it?

For the vast majority of students, twice is usually enough. Take the test once in fall or winter of junior year to get a baseline score, which will allow you to spend some time preparing for the next test. The second and last time should be during spring or summer before senior year. It might make sense for some students to only test once, and for others to test 3 times. No one should be testing in excess of 4 times. See Mrs. Barrett so that you can discuss your situation and come up with a testing plan that is right for you.

What are the differences?

The two tests have far more commonalities than differences, so let's list the few things that set them apart:

- The SAT doesn't have a science section. The "science" section of the ACT is easy to master, and has nothing to do with science. But if you hate it, then the SAT is the way to go.
- The essays are different. Both tests come with optional essays. The ACT essay asks you to come up with your own argument and support it – the SAT essay asks you to evaluate an argument that someone else has already written for you. Neither is easier or harder – it's just an issue of personal preference.
- The SAT has a few fill-in-the-blank math problems, and half of the math problems don't allow calculator use. The ACT lets you use a calculator on all its math problems, and all the answers are multiple choice. The SAT has "with calculator" and "without calculator" sections, and 13 of its problems force you to fill in your own answer. The "without calculator" problems aren't difficult because they don't require any difficult arithmetic, so it's not that much of an issue.
- The SAT is far less "time intensive." This is the big issue that really separates the two exams. The SAT gives you far more time per problem, so it's a much less intense testing experience. Alternatively, the ACT makes you go at a blisteringly fast pace. So if you need some more time to consider your answers, the SAT is going to be your friend. If you can plow through questions and are super-focused, then the ACT should be your exam of choice.

How to decide which test to take?

- Grab a copy of both tests. You can find free copies of the New SAT and a free copy of the ACT online. Spend an hour looking at each test (including its rules for each section, its format, and its problems) and see which one you like best. Start with that one!
- You can also take a full-length, timed, graded, realistic practice exam of both tests and then compare your scores using the concordance table. This will take about eight hours over the course of two weekends. The College Board book and Real ACT book will show you exactly how to grade your exams. If you want a truly "scientific" comparison of your performance, this is doable. But there are two things to keep in mind: you need to take both tests under proper test conditions: in a quiet room with no interruptions, with another person timing you.

REGISTERING FOR TESTING

When registering for either test, use Chapelgate Christian Academy test code: 210744

ACT	SAT
Register online at www.act.org	Register online at www.collegeboard.org
February 11, 2017 April 8, 2017 June 10, 2017 September 9, 2017	March 11, 2017 May 6, 2017 June 3, 2017 Fall dates to be released

TEST PREPARATION

By taking the PSAT in 10th and 11th grade, you have already started your test preparation! The PSAT not only allows you to learn the format of the SAT, it also provides you with a baseline score that will give you access to free online test prep. The more you prepare for the ACT or SAT, the more likely you are to score higher. There are a few ways to prepare:

- **Study Guides:** motivated students can pick up the official ACT or SAT study guide from a bookstore or amazon.com. If you are motivated to spend two hours a week, this can help boost your score significantly!
- **Take an official course:** There are many companies out there that offer classroom courses in ACT and SAT prep. The benefits to these courses are they hold you to a practice schedule and often offer graded practice tests that give you an idea how you'd score on the actual ACT or SAT. Most of these courses have between 10-30 students per class.
- **Private tutor:** For those who can afford the expense of a private tutor, one on one tutoring assures that the focus will be on the areas where the student needs it most.
- **Free online test prep:** Available for the SAT only, students can log on to www.khanacademy.org/sat and access high quality test prep materials, free of charge. If you remember your College Board login information from the PSAT, you can access your scores and have practice tests set up that reflect your personal areas of need.

ACT/SAT PREP COURSES

Academic Coaches
 SAT and ACT prep
www.academic-coaches.com
 410-627-1328

Dr. Martha Gagnon
 SAT and ACT prep courses
www.marthagagnon.com
 (410) 442-1600

Howard Community College
 Continuing Ed – Test Prep Programs
 443-518-1000

MY SAT/ACT TEST PLAN

11th grade students MUST take either the ACT or SAT before April!

Test to Take	Test Date & Location	Registration Deadline	Scores

HOW TO RESEARCH COLLEGES

Once you've established your initial criteria, it's time to start researching and developing a list of colleges that you might want to look at more closely. There are many resources out there to help you get information – here are a few that I find helpful!

Individual College Websites

The best place for the most complete information on any one college is to go directly to the college website. Spend some time clicking around! Many schools have an online photo tour so you can “walk” around campus from the comfort of your sofa.

College Guidebooks

If you visit the Media Center or public library, you can check out the Fiske Guide to Colleges, which is an excellent resource. Other good books to check out are The Princeton Review Best 381 Colleges, and Colleges that Change Lives by Loren Pope. Be sure when using a college guidebook that it is up to date- always double check important information online!

College Representatives

Throughout the year, college reps will set up tables at lunchtime to give information about their schools. These reps are usually members of the admissions staff, and this is a priceless opportunity to get to know more about a school, and to introduce yourself!

College Fairs

Chapelgate has a college fair every year in October- we usually have up to 50 colleges set up tables and give out information to our students. This is a great opportunity to meet college reps and ask detailed questions to determine if a college is right for you! Also visit www.nacacfairs.org to see when they hold college fairs in Baltimore and Washington, DC college fairs – they usually have hundreds of colleges in attendance. Another good website to check out is www.ctcl.org, which hosts a College Fair specifically for the 40 colleges that are featured in the Colleges that Change Lives book.

Visiting Campus

There are so many ways to learn about a school, but the most valuable one is to actually set foot on campus. There is no substitute for seeing a school in person and experiencing the school environment and its people first hand. You should plan a visit when school is in session, and if you go on the weekend, after 12:00 noon, when students are likely to be out and about. Be sure to sign up for the official tour in the Admissions office, as they will record that you visited. (This shows ‘demonstrated interest’, which is important when you apply!

Online College Searches

There are tons of them out there, but the best ones give you information about retention rates, graduation rates, and how much scholarship money they give out. My favorites are:

www.bigfuture.collegeboard.org

www.collegeresults.org

www.nces.ed.gov/collegenavigator

DEVELOPING A LIST OF SCHOOLS: BEGINNING YOUR RESEARCH

Before you begin, it's important to think about what kind of school you will be looking for. There are about 3,000 colleges in the United States- you have to begin by narrowing down your options! Here are a few good places to start.

What kind of school are you looking for?

- 2 year/community college
- 4 year
- Public or private
- Religious or secular

How far from home would you like to be?

- 0-30 miles (commuter)
- 30-120 miles (up to 2 hrs away)
- 120-300 miles (2-5 hrs away)
- 300-600 miles (5-10 hrs away)
- 600+ miles away (plane ride)

At what size school would you feel most comfortable?

- Small (less than 2,000 students)
- Medium (2,000-10,000 students)
- Large (10,000-20,000 students)
- Huge (20,000+ students)

What are some possible majors/academics that interest you? Some general areas are...

- Liberal Arts/Performing Arts/Fine Arts
- Behavioral Social Sciences/Psychology
- Engineering
- Math/Computer/Natural Sciences
- Business
- Education

Have you visited any schools yet? What did you think of them?

Do you have any special needs you would like accommodated in college (learning differences, special housing, etc.)?

Are there any sports or extra-curricular activities that are important to you in college?

Where did your parents/siblings go to college?

Have you discussed these criteria with your parents?

Have you had a conversation with your parents about how much they can afford?

LIST OF COLLEGE MAJORS TO THINK ABOUT

Accounting
Advertising
African-American Studies
Agriculture
Animal Science
Anthropology
Aerospace Engineering
Archaeology
Architecture
Art History
Arts Management
Asian-American Studies
Astronomy and
Astrophysics
Bilingual/Cross-cultural
Education
Athletic Training
Biochemistry
Biology
Biomedical Engineering
Business
Chemical Engineering
Chemistry
Civil Engineering
Classical Studies
Communication
Disorders Sciences and
Services
Communications
Comparative Literature
Computer Engineering
Computer Information Systems
Computer Science
Construction Services
Cosmetology Services
Creative Writing
Criminology
Culinary Arts
Design
Economics
Education
Electrical Engineering
Elementary Education
Engineering
English Language and
Literature
Entomology

Environmental Engineering
Film and Video Production
Film-Video Arts
Finance
Fine Arts
Fire Safety Science
Food Science
Foreign Languages
Forestry

Marketing
Mathematics
Mechanical Engineering
Medical Technology
Metallurgical Engineering
Meteorology
Microbiology
Military Technology
Mining and Mineral
Engineering
Music
Mythology and Folklore
Naval Architecture
Neuroscience
Nuclear Engineering
Nursing
Oceanography
Occupational Health and
Safety
Parks, Rec, and Leisure
Studies
Performing Arts
Petroleum Engineering
Pharmacology
Philosophy
Photography
Physics
Physiology
Plant Science
Political Science
Pre-Law
Psychology
Public Administration
Puppetry
Religious Studies
Rhetoric
Social Work
Sociology
Software Engineering
Special Education
Sports Medicine
Statistics
Student Counseling
Supply Chain Management
Theater Arts
Viticulture
Zoology



Top 10 College Majors
Computer Science
Communications
Government/Political Science
Business
Economics
English Language & Literature
Psychology
Nursing
Chemical Engineering

Gender Studies
Genetics
Geology
Graphic Design
Health Sciences
History
Hospitality Management
Human Ecology
Industrial Technology
International Business
International Relations
Journalism
Kinesiology
Latin American Studies
Liberal Studies
Library Science
Linguistics
Logistics Management
Marine Engineering

MAKE A LIST OF COLLEGES THAT FIT YOUR ESTABLISHED CRITERIA

Use the following table to write down information about each college that fits your criteria, so you can compare schools to one another, and begin to narrow down the choices even further.

Retention Rate

The retention rate reflects percentage of students who stay at the school to continue on after freshman year. Students leave college early for a number of reasons (can't afford it, classes too difficult, academic failure, socially unhappy, bad overall fit). It doesn't matter why students leave, what is important is how well a college is able to meet the needs and challenges of its students...so look for retention rates above 75%, and preferably above 80%. The higher, the better. Retention rate is directly related to how happy and successful students are at that school.

Graduation Rate

This reflects the percentage of students who graduate within 6 years. (Colleges don't usually report 4-year graduation rates because so many students take longer to finish.)

S/T ratio

Student/teacher ratio; how many students per class. Large public universities have average class sizes of 22 and above. Generally, the lower the ratio, the better.

Acceptance Rate

Percentage of students who are accepted out of the qualified applicant pool. Knowing the acceptance rate can tell you how difficult a school is to get into, which will help you determine if it is a reach, target, or safety school.

Type of School	Acceptance rate	Examples
Ivy league/Service Academies	Less than 10%	Yale, Harvard, Naval Academy
Most competitive schools	10%-25%	Johns Hopkins, Georgetown
Highly competitive schools	26%-50%	University of Maryland
Competitive schools	51%-75%	Towson, Stevenson
Less Competitive schools	76%-100%	McDaniel, Howard Comm College

Wondering where to find this information on colleges?

www.bigfuture.collegeboard.org

This website lists information in a user friendly format.

www.nces.ed.gov/collegenavigator
www.collegeresults.org

College Navigator and College Results websites are more technical and provide more in-depth statistics.

If you REALLY want to dig deep into the admissions statistics of a certain college, google the school name along with the phrase "Common Data Set". This will generate about a 10-page document with in-depth admissions statistics and can help you find unique information (statistics of wait-listed students, transfers, etc.)

DIVIDING YOUR COLLEGE LIST INTO REACH/TARGET/SAFETY SCHOOLS

Information you need to sort schools into Reach/Target/Safety categories:

My Cumulative GPA*

*Cumulative GPA is computed at the end of each school year. The GPA that colleges see is the one that is computed at the end of your junior year, which takes into account the final grades of all classes taken in grades 9-11.

Each course is assigned a grade point value (see chart below). At Chapelgate, we calculate weighted GPA, which means that Honors classes have an additional .5 grade points, and AP courses have an additional 1.0 grade point. Grade points are as follows:

Grade	Regular class	Honors class	AP class
A	4.0	4.5	5.0
B	3.0	3.5	4.0
C	2.0	2.5	3.0
D	1.0	1.5	2.0
F	0.0	0.0	0.0

Once you know your weighted cumulative GPA and your SAT or ACT test scores, you should divide your prospective colleges into three groups: Reach, Target, and Safety:

REACH	These are the most competitive schools on your list with lower acceptance rates. Choose these carefully; when comparing your GPA and SAT/ACT scores to their accepted student profile, you will fall on the lower end of their average range. Keep in mind that ivy league schools and service academies are a reach for everyone, no matter what their scores are!
TARGET	These are schools where you fit right in the average range in terms of GPA and test scores when you look at statistics of accepted students.
SAFETY	These are schools where your test scores and GPA are well above the average accepted student and you are most likely to be admitted. Community colleges usually accept all students and are also considered safety schools.

Follow the Rule of 7!



Applying to more than seven is going to cost you- in time, energy, and money!

A SUCCESSFUL COLLEGE VISIT

How to Prepare:

- **Be sure to schedule an official tour!** Visiting while school is in sessions is important- otherwise it will look empty and you won't get a sense what the students are like. If you go on a weekend, go in the afternoon, when students are awake! (Being on a college's official tour list also shows "demonstrated interest" when it comes time to apply- that is in your favor!)
- **Plan ahead!** Appointments for information sessions, tours, and overnight stays at colleges can fill up well in advance, so call the admissions office as far in advance as possible to set up your visit.
- **As a family, set ground rules for visiting.** Parents and students may not necessarily have the same impressions of the college. Students may be focused on the overall "vibe" of a school, while parents may be focused on safety, or affordability. Communicate to one another what you hope to accomplish on the visit, and share your impressions afterward.
- **Avoid touring more than two schools a day.** Efficiency is great, but after a while schools blend together. If you're tired and worn out, it may affect your judgment of a particular school.
- **Read up on the school!** Visit the school's website, and read reviews of the college online. Write down specific questions or areas you might want to explore.

During the Visit:

- **Try to imagine living, learning, and making friends there.** Families should take a student-led tour and ask questions that give a sense of campus life and what's it like.
- **Be a keen observer** of all aspects of student life! Check out the residence halls, try to eat something in the dining hall, and check out the gathering spaces where students are congregated.
- Obtain permission from the Admissions office to **attend a class** in your major area, or in an area that interests you. If you know your major, arrange to meet a member of the faculty and tour the building where most of your major classes may take place.
- **Talk to as many students as you can!** Are they friendly? Engaged? Do they seem excited about the school? Ask them where else they applied, and if they're happy with their decision to attend.
- **Take note of how you feel** during the visit. Can you see yourself there? How comfortable are you?

After the Visit:

- On the ride home, **jot down thoughts** and impressions of the school. Talk to your parents and other students who have visited there...what did they think? Remember, you should avoid making decisions about a college "on the spot". Take your time and think about it!

- **Send a handwritten thank-you note** to your admissions representative. The school may add this to your application file.

Scheduling an overnight visit

If you visit a school and are seriously considering attending, you should arrange for a second visit, preferably an overnight where you can stay in the dorm with a student and attend some classes. This can be arranged through the admissions office and is usually done early in your senior

QUESTIONS TO ASK YOUR TOUR GUIDE

1. How large are your classes?
2. What is the percentage of professors teaching undergraduate courses (as opposed to teaching assistants or graduate students)?
3. What is the library like? How much study space, how many computers, etc.?
4. How adequate are the computer facilities? Are they open 24/7? Are their facilities for tech support? Can students have their own laptops repaired on campus?
5. When do you have to declare a major?
6. Is each student assigned an advisor to help with course selection?
7. Can we see a dorm room? Is there wifi?
8. What percentage of students live off campus?
9. Does the campus empty out on weekends?
10. What is a typical weekend like on campus? What activities are going on?
11. Are there fraternities and sororities? What percentage of students are in them?
12. What are popular activities and clubs on campus?
13. How available are professors? How do you find their office hours?
14. Are there free tutoring services on campus?
15. How popular is studying abroad? What kinds of programs are available?
16. What is the health center like? Are their doctors and nurses available 24/7? Where is the nearest emergency room?
17. Are students at this school politically active?
18. Is the Student Government active? Does the administration respond to student input?
19. What aspect of life here do students complain about most?
20. What kind of faith community is available on campus? Are there church services on campus, or nearby? Is transportation provided?
21. Are there ministry opportunities on campus or in the local community?
22. What are the performing arts like? Are there opportunities to get involved in campus theatre, dance, radio, or television?
23. What have you enjoyed most and least about the school?
24. What other schools did you apply to? What made you choose this school?

MASTERING THE COLLEGE INTERVIEW

- **Plan ahead.** Know exactly how to get to campus, where you are going once you are on campus, where to park, and allow ample time to get to the admissions office. Download a map, which will be available on the college’s own website.
- **Be prompt!** In fact, when it comes to any kind of interview, you should be ten minutes early. Remember: ten minutes early = on time. (On time = late, and late = bad news!)
- **Dress professionally** and modestly. No jeggings, ripped jeans, or sweats. Make a good first impression!
- **Compile a list of questions** as part of your research. You will have an opportunity to ask your interviewer questions at the end, and it’s a good idea to ask at least two that are specific to the school you are visiting. This shows you are interested and engaged!
- **If you are an athlete,** you can also inquire about meeting with the coach of your chosen sport. Make sure you are prepared with questions to ask about their program, and what it can offer you as a prospective student/athlete.
- **Be yourself!** Remember that colleges want to accept as many students as they can! They are interested in getting to know you...so be open and try to relax. Don’t forget a firm handshake at the beginning and end of the interview, and good eye contact throughout.
- **Practice.** Schedule a mock interview with Mrs. Barrett in the Guidance Office a few days before your interview.

BE PREPARED FOR THESE QUESTIONS ON YOUR COLLEGE INTERVIEW:

Interview Questions	Brainstorm possible answers:
Tell me about yourself.	
What do you do for fun in your free time?	
Why are you interested in this college?	
Who in your life has most influenced you, and why?	
Recommend a book to me and tell me why you like it.	
What do you hope to contribute to our campus community?	
What can I tell you about our college?	

STEP ONE: USING NAVIANCE

What is Naviance? Naviance is a web-based software as a service platform provides students with a variety of features, including college research and matching tools, course planning, career assessment and personality tests, and surveys to help students connect what they are doing in school to what they would like to do once they complete their education. Naviance provides additional functionality to school counselors to track the progress of individual students, communicate and collaborate with students and families, or create reports on their entire student population. Additionally, Naviance's integration with "The Common Application" facilitates the submission of college applications, as well as online submission of transcripts, school forms and recommendations through Naviance eDocs.

How do I login to my Naviance account? Using the username and password on the cover of this book, go to the Chapelgate Academy website and click on "Guidance" and then look for the Naviance tab. This will bring you directly to the CCA Naviance log in page. You can also log on by going to Naviance.com. Under log in select "students and families" and then put in our school zip code (21104) and select Chapelgate. You will then be brought to the CCA log in page.

Now, start playing. There is nothing in Naviance that can be broken, deleted, or messed up – so get busy clicking around the site and see all that it has to offer you! Under the Colleges tab on your student account, there is a section called College Research. Click through each section and look at all the helpful information there is for you! The Scattergrams tab is of particular interest to many students...it will show you how you compare to other students applying to the same college as you, so you can determine whether that school is a reach, target, or safety school.

Students should get into the habit of logging into Naviance on a weekly basis: this will help keep applications updated, alert them to new scholarships, and Mrs. Barrett uses Naviance to communicate new information to juniors and seniors!

Colleges I'm Thinking About: You will see this list in the left hand sidebar of your Naviance account. This is where you will add schools that you are considering applying to. From here, you can either delete them, or add them to...

Colleges I'm Applying To: this is the list that will list all the schools you plan to apply to, and will show you which schools accept Common App, what all the due dates are, and all other pertinent information.

Parents, you have a job to do in Naviance, too!

Before your child can apply to colleges, you must authorize us to release their transcripts.

- Log in to your parent account and select the "About Me" tab
- Select the "Transcript Parent Authorization Form" on the left hand side
- Fill out the information and hit submit

Once this is completed, your student is ready to start applying to colleges!

STEP TWO: SETTING UP YOUR COMMON APPLICATION

What is the Common Application? The Common Application (informally known as the Common App) is an undergraduate college admission application that applicants may use to apply to any of over 700 member colleges and universities in 48 states and the District of Columbia, as well as in Canada, China, and many European countries.

All students should log on to www.commonapplication.org and set up an account in the spring of junior year. There is no preparation required for this step, so you can create your account as early as you'd like. All you'll need is some basic profile information – like your name, date of birth, address and phone number. And of course, you'll need to provide a valid email address.

Note: Your email address will become your username and the Common App's primary method of sending you updates and reminders, so make sure that you provide an email address that you check on a regular basis.

The Common App presents you with the opportunity to search from nearly 700 schools (private, public, large and small), find the ones that meet your needs, and then add them to your Common App colleges list. Once you log in, simply click on the College Search tab to find schools based on their name, location, deadline, or distance from your home. You might discover a terrific school you would've otherwise never known about, and the Common App will connect you to the institution to apply directly.

STEP THREE: LINKING YOUR COMMON APP TO YOUR NAVIANCE ACCOUNT

If you would rather watch a video outlining how to link up your Common App to your Naviance account, go to this link: <https://vimeo.com/102639828>

Simply log on to your Naviance account and go to your "Colleges I'm Applying To" tab. You will see this box:

The screenshot shows the Naviance website navigation bar with tabs for home, courses, colleges, careers, about me, and my planner. Below the navigation bar is a search for colleges section with a search box and a 'Go' button. To the left is a sidebar menu with categories like 'my colleges', 'college research', and 'enrichment programs'. The main content area is titled 'colleges I'm applying to' and features a 'Common App Account Matching - Incomplete' box. This box contains instructions for matching accounts, a form with 'Common App Email Address' and 'Date of Birth' fields, and a 'Match' button. A large black arrow points to the 'Email used for Common App account' input field. Below the form are tips for successfully matching accounts and a 'Not Needed' link.

Enter your email address in the "Common App Email Address" box and enter your date of birth and hit MATCH. That's it! Now your list of Common App schools will appear on your "Colleges I'm Applying To" list in Naviance.

STEP FOUR: OTHER MATERIALS YOU ARE RESPONSIBLE FOR

Requesting Transcripts

All requests for transcripts must be done online via Naviance. (Be sure your parents have completed the Parent Authorization Form on Naviance so you will be able to request a transcript. This form is electronically signed via Naviance. You will not be able to request a transcript until this is completed.)

To request transcripts:

Click on [Colleges](#) tab

Click on [Colleges I'm Applying To](#)

Click on [Request Transcripts for My College Applications](#)

Complete your application FIRST and then request your transcript.

Transcripts will include the transcript of all final grades from 9th to 11th grade, a copy of the senior schedule, and the school profile. We do not send SAT, AP, or ACT scores. Students must send these directly from the College Board or ACT.

Transcripts for students who did not attend Chapelgate all three years will also include a list of other schools attended and a copy of the transcript from the other school (All courses from the other school are recorded on the Chapelgate transcript as transfer courses and are included in the GPA).

First quarter report cards will be sent if the transcript request is received after the report cards are mailed. Mid-year reports will be sent automatically if the college requires them (Many Common Application colleges require this). If a student wants a mid-year report sent to a college which does not require one, the student must notify the guidance office in writing to send one.

To check the status of a transcript request:

Click on [Transcripts](#)

Click on [View the status of my transcript requests](#)

Transcripts should be requested at least 2 weeks before the college application is due!

Sending Official Copies of Test Scores

Each college you are applying to will likely require a copy of either your SAT or ACT test scores. Chapelgate does not send out student test scores. This must be done by the student online.

SAT	ACT
www.collegeboard.org	www.act.org

Remember to submit your request for test scores 4-6 weeks before your application deadline!

Letter of Recommendation Request

Students: Use this form to request a letter of recommendation from a teacher or counselor.



Student Name: _____ Teacher: _____

ACT Composite: _____ SAT: _____

GPA: _____ Intended College Major: _____

Important Things to Remember:

- Always make your request in person.
- Allow at least two weeks for your teacher to complete a recommendation.
- Agree upon a date with your teacher for when the recommendation will be completed.
- Select a teacher that can write about your academic merits.
- Please remember to write thank you notes to your teachers.

Schools you are applying to:

Application Deadline:

1. List two words that describe you well, and explain why:
2. What are the personal qualities that make you stand out from the crowd?
3. What are your academic strengths? (writing, research, problem solving, etc.)?
4. Is your academic record an accurate reflection of your ability? Yes/No _____
What factors (personal, family, social, academic) have contributed to your performance, positively or negatively?

5. Please list your work experience (include leadership roles).

6. Please share anything else that might be helpful in preparing your recommendation.

Academic, Arts and Athletics	9	10	11	12	Leadership, Honors, Awards, etc.

Community/Church Activities	9	10	11	12	Leadership, Honors, Awards, etc

ORDER OF COLLEGE APPLICATION MATERIALS

Begin application

Add the application to your Naviance list
Add the application to your Common App list if it is a Common App School



Request letters of recommendation from teachers
and counselor (if needed)



Request ACT or SAT scores online
to be sent directly to the college



Request transcripts on Naviance



Submit application – you're finished!

FEDERAL FINANCIAL AID

FAFSA = Free Application for Federal Student Aid

The FAFSA is the application form for federal financial aid programs. All students should fill out the FAFSA. It can be completed as early as October 1st of the year PRIOR to the student starting college!

Federal Student Aid Programs: www.studentaid.ed.gov

Types of financial aid:	Pell Grant	Federal Work Study Loans
	Federal Perkins Loan	Federal Stafford Student Loan Program
	PLUS Loans	General Student Eligibility

To qualify, parents must fill out FAFSA Application online at www.fafsa.ed.gov

Using the FAFSA application:

- Request a FSA ID as soon as possible
- List a Maryland school, if you want to be considered for Maryland grants/scholarships
- Pay attention to FAFSA email communication so you do not miss deadlines
- Step-parents must be listed on the FAFSA
- Put Social Security # on Common App to link to FAFSA

Common FAFSA mistakes:

- Student address is PO Box
- Student did not list a Maryland college/university
- Bad contact information
- Award not Accepted by Student in Time
- Missing or Incomplete Forms/Documents
- Tax Return Transcript is not 1040 Form
- FAFSA not completed correctly

Common reasons for FAFSA rejections:

- Income errors
- Grade Level Program of Study errors (graduate selected)
- Parents not listed correctly
- Confusion about Independent/Dependent Status

STATE OF MARYLAND FINANCIAL AID

Each year the State of Maryland awards approximately \$100 million in grants, scholarships, and loan repayment programs. The FAFSA may be the only form you need to apply, but visit the website for more info.

State of Maryland Scholarship Programs: www.mhec.state.md.us

Types of financial aid available through the state of Maryland:

- Educational Assistance and Scholarship Programs
- Legislative Scholarships (Senatorial and Delegate)
- Merit-Based Distinguished Scholar Award in Achievement or Talent
- MDCAPS is primary communication tool www.mdcaps.mhec.state.md.us/MDCAPS/login.aspx

Guaranteed Access Grant

- Eligible Students are identified by MHEC based on FAFSA– Separate application NO longer required
- 8 Weeks to submit required documents or award will be cancelled
- Cancelled awards can be reinstated if documents are submitted by July 1
- School Counselor certification required
- Renewable (if eligibility requirements are met)
- Full-time, Degree Seeking Students
- Must be awarded in first year of college in order to qualify for subsequent year awards

Guaranteed Access Partnership Program (GAPP)

- Provides a matching grant award to eligible Guaranteed Access Grant recipients
- Must be attending one of 13 participating Maryland independent colleges and universities
- Puts private college education within reach of neediest students e.g. McDaniel College

Legislative Programs

- Student and Parent must be Maryland Residents
- Must attend Maryland Institution
- Full-time or Part-time Degree Seeking Student
- Application Required
- www.mdelect.net

Delegate Scholarships

- Delegates may choose recipients
- Minimum Award \$200, Maximum the Lesser of COA or \$19,000 (aggregate of all state aid)
- Not Renewable
- May or may not require financial need
- FAFSA usually required by March 1
- Delegate Application may be required

Senatorial Scholarships

- Senators may choose recipients
- Minimum Award \$200, Maximum the lesser of COA or \$10,000 (aggregate of all state aid)
- Not Renewable
- May or may not require financial need
- FAFSA usually required by March 1
- Senator Application may be required

WHERE TO LOOK FOR SCHOLARSHIPS

1. Naviance

Students should make it a habit of logging into their Naviance accounts on a weekly basis. Under the “Colleges” tab, scroll down to the “Scholarships and Money” area, and click on “Scholarship List”. All of the scholarship programs that are sent to Chapelgate are listed there, along with the contact and application information for each scholarship.

2. The college or university that you apply to may offer need- or merit- based scholarships

Most schools have their own scholarship and financial aid programs. Ask the college financial aid office about what kind of aid they offer, whether you need to fill out any forms besides the FAFSA (for need-based scholarships), and what the deadlines are. Colleges offer both need-based and merit-based scholarships.

Need-based scholarships:	Merit-based scholarships:
These scholarships are based solely on a student’s ability to pay according to their FAFSA. That means only financial need is considered by the college. Eligibility is based solely on the assets and income of the prospective student and his or her family. Factors such as test scores or athletic ability have no bearing on any aid designated need-based. FAFSA required.	These scholarships primarily focus on a student’s academic achievement (occasionally, merit aid is award for athletic or artistic ability). Commonly, merit-based aid has set requirements based on GPA or test scores and a student’s financial situation has no bearing on the award. A student with extensive assets and income is just as entitled to a merit-based award as a student with limited assets and income. FAFSA not required.
Students eligible: those with greatest financial need as demonstrated on FAFSA.	Students eligible: those with excellent GPAs (cumulative 3.5 or higher), test scores, or a combination of the two.

3. Private sources

Some independent scholarship programs accept the FAFSA, but most require their own forms. Many of these scholarships are not based on financial need. This is the kind of financial aid that you need to track down on your own. A scholarship search engine can help you find and submit applications to scholarship programs that may be right for you.

Scholarship Search Websites:

www.chegg.com

www.fastweb.com

www.collegenet.com

www.unigo.com

www.scholarships.com

4. Unique population scholarships

Often scholarships are offered to students with unique situations, such as students whose parents are employed in service professions (soldier, fire fighter, teacher, nurse, etc.), or students of unique ethnic backgrounds. Research scholarships through:

- Parents’ places of employment (or through employment unions)
- Churches or non-profit organizations that you or parents are affiliated with
- Community or ethnic organizations you or your parents are affiliated with

COMMONLY USED TERMS/GLOSSARY

Acceptance rate: The percentage of students who are accepted at a particular institution. (Take the number of accepted students divided by the total number of applicants to find the acceptance rate.)

Alumni: This is a group of people who have graduated from a college or university.

Applicant: Any student who has completed the college application process at a particular institution.

Application: A college application is part of the competitive college admissions system. Admissions departments usually require students to complete an application for admission that generally consists of academic records, personal essays, letters of recommendation, and a list of extracurricular activities. Most schools require the SAT or ACT. Deadlines for admission applications are established and published by each college or university.

Application Deadline: The date, set by college admissions offices, after which applications for admission will not be accepted.

Advanced Placement (AP): AP courses are college-level classes taught in the high school following guidelines and covering material that will instruct students in AP subject areas and should prepare them to take Advanced Placement tests offered by The College Board.

Audit: To attend a college class without receiving credit for the class.

“Best Fit”: The college search is not about getting into the best college. There is no school that is best for all students. Some students do best at large public universities; others excel in small liberal arts colleges; still others want to study far from home. If you want to make the most of college, don't just apply to the big-name schools or the ones your friends are excited about. Do your own research to find schools that are the best fit for you.

Campus Interview: This is a personal, face-to-face interaction between an admissions applicant and an institutional representative (admissions officer, alumnus, faculty, etc.). Interviews are rarely required.

Campus Visit/Tour: A service by the college admissions office for prospective students, allowing them to visit various campus buildings, meet key institutional personnel, and get a first-hand look at campus life.

Catalogue: A catalogue is a comprehensive publication that provides a detailed overview of an institution, including its mission, programs, costs, admissions requirements, faculty and administration, etc.

CEEB: Chapelgate's CEEB code is 210744. CEEB codes are identification numbers for specific locations and organizations. They were created by the College Board (CEEB simply stands for College Entrance Examination Board, i.e. the College Board) to prevent confusion and ensure things like test scores, transcripts, and applications go to the right places.

College Essay: A brief composition on a single subject, required by many colleges as part of the application process for admission.

College Fair: An event at which colleges, universities, and other organizations related to higher education present themselves in an exposition atmosphere for the purpose of attracting and identifying potential applicants.

College Rep Visit: This is when a college or university admissions representative visits a high school or community site for the purpose of recruiting students for admission to the institution.

College Search: These are the steps you take in the early phases of college planning in order to identify, locate, and investigate college-level programs that meet your individual interests, abilities, and needs as a student.
College Selection: The act of choosing and making the decision to enroll in and attend a particular higher-education program.

Common Application: The Common Application (informally known as the Common App) makes it possible for students to use one admissions application to apply to any of 456 member colleges and universities. There is a Common Application for First-Year Admission and a Common Application for Transfer Admission. Both versions allow the application to be filled out once online and submitted to all schools with the same information going to each.

Commuter Student: students who live off-campus in apartments, parents with children at home, and full-time workers—in sum, students for whom campus residency is not an option. Work or family obligations often mean that commuter students are unable to spend additional time outside of the classroom on campus.

Course Numbers: Numbers assigned to specific classes.

Credit (or Semester) Hour: Credit given for attending one lecture hour of class each week for 15 weeks or equivalent. Most college classes are three credit hours, meaning their total meeting time for a week is three hours.

CSS Profile: The CSS (College Scholarship Service) Profile is required by many private colleges and universities to determine your eligibility for non-government financial aid, such as the institution's own grants, loans and scholarships. The College Scholarship Service (CSS) is the financial aid division of the College Board.

Deferred Admission: A category of admission used in conjunction with early (action, decision, notification, or acceptance) plans to indicate that a student has not been admitted early but will remain in the applicant pool for reconsideration during the review of applications for regular admissions.

Deferred Enrollment: This is a category of admission available at some institutions for fully accepted students who wish—for a justifiable reason—to take a semester or year off before enrolling in college.

Demonstrated Interest: This includes a student's expression of his or her desire to attend a particular college through campus visits, overnight visits, observing classes, contact with admissions officers, and other actions that attract the attention of college admissions personnel. While not all institutions use this as a factor in accepting students for admissions, studies have shown that more than half of schools do consider demonstrated interest in their admissions decisions.

Denial: The decision by an admissions officer or committee to not offer a student admission to a particular institution.

Developmental Education: Instructional and support activities designed to keep unprepared students in college and help them improve their basic skills so that they can successfully complete a program and achieve their educational goals.

Double Deposit: Double depositing means putting down a deposit, and thus accepting admission, at more than one college. Since a student can't attend multiple colleges, it is considered unethical.

Early Action: Early action is when a prospective student applies for admission by early deadline (before the regular admission deadline) and receives notice of acceptance, denial, or deferment with no obligation to the university to enroll, if accepted for admission.

Early Decision: Through this program offered by many post-secondary schools, students willing to commit to a school if accepted submit their application by a date well before the general admission deadline. If accepted, the student must enroll in that school, so students should only apply early decision to their first choice school.

EFC (Expected Family Contribution): The Expected Family Contribution (EFC) is a measure of your family's financial strength and is calculated according to a formula established by law. Your family's taxed and untaxed income, assets, and benefits (such as unemployment or Social Security) are all considered in the formula. Expected Family Contribution (EFC) is used to determine an applicant's eligibility for need-based federal student aid, and in many cases, state and institutional (college) aid.

Enrollment: The action of enrolling or being enrolled. The number of people enrolled, typically at a school or college.

Extra-curriculars (also called Co-curriculars): Extracurricular activities are simply anything you do that is not a high school course or paid employment (but note that paid work experience is of interest to colleges and can substitute for some extracurricular activities). You should define your extracurricular activities in broad terms—many applicants make the mistake of thinking of them solely as school-sponsored groups such as yearbook, band or football. Not so. Most community and family activities are also "extracurricular."

FAFSA: The Free Application for Federal Student Aid (FAFSA) is a form that is prepared annually by current and prospective college students (undergraduate and graduate) in the United States to determine their eligibility for student financial aid. The FAFSA should not be confused with the CSS Profile, which is also required by some colleges. The CSS is a fee-based product of the College Board and usually used by colleges to distribute their own institutional funding rather than federal or state.

First-Generation Student: A student whose parents have no college experience.

First-Year Student: A college freshman.

Gap-Year Programs: Year-long programs designed for high school graduates who wish to defer enrollment in college while engaging in meaningful activities, such as academic programs, structured travel, community service, etc.

GPA (Grade Point Average): Quantitative measure of a student's grades. The GPA is figured by averaging the numerical value of a student's grades. It is cumulative, starting freshman year: grades count every year.

Grant: Grants are a type of financial aid that does not have to be repaid. Generally, grants are for undergraduate students, and the grant amount is based on need, cost of attendance, and enrollment status.

Honors Classes: The difference between a regular class (such as English 11) and the honors class (English 11 Honors) is not necessarily the amount of work, but the type of work required and the pace of studying. Honors courses are not advanced in the same sense that high school Advanced Placement courses are. Rather, honors courses are enriched; they offer the same material in greater depth and with a faster pace.

In-state (Resident) Student: A student whose permanent residence is in the same state as the college or university he or she attends or hopes to attend. In-state students pay lower tuition than do out-of-state students.

Legacy: You are a legacy if you are applying to a school that one of your parents attended. Legacy refers to preference given by an institution or organization to certain applicants on the basis of their familial relationship to alumni of that institution.

LOR (Letter of Recommendation): A letter written by a teacher, coach, counselor, or other authority recommending you for admission to college.

Matriculation: The payment of deposits, tuition, fees, and other charges to enroll in a program of studies at an educational institution. A university might make a distinction between "matriculated students," who are actually accumulating credits toward a degree, and a relative few "non-matriculated students" who may be "auditing" courses or taking classes without receiving credits.

Major: A student's concentrated field of study.

Minor: A student's secondary field of study.

Notification Date: The date by which applicants who are accepted for admission are expected to notify the institutions of their intent to enroll and make enrollment deposits. That date is often on or around May 1st. Prospective Student: Any student who is a potential applicant for admission, particularly those who have shown interest in attending the institution or in which the institution has shown interest.

Out-of-State (Non-Resident) Student: Student whose permanent residence is in a different state than that of the college or university which he or she attends or hopes to attend. Out-of-state students generally pay higher tuition than do instate students.

Placement Tests: Colleges and universities use these examinations to place students in courses—most often mathematics and foreign languages—that match their proficiency. In some cases, a student's level of competency on the test may exempt them from having to take a course required for graduation.

Prerequisite: A course that must be taken prior to enrollment in another course.

Public: A public college or university is one that is predominantly funded by public means through a national or subnational government, as opposed to private universities.

Private: Private colleges and universities are not operated by governments, although many receive tax breaks, public student loans, and grants. Most private universities are non-profit organizations.

"Reach School": A college or university that you have a chance of getting into, but your test scores, GPA and/or class rank are a bit on the low side when you look at the school's profile. The top U.S. colleges and top universities should always be considered reach schools.

Recommendations: Statements or letters of endorsement written on a student's behalf during the college application process.

Registration: Enrollment in classes.

Residence Halls: Dormitories, apartments, houses, and other living quarters provided for students by the college or university in which they are enrolled.

Retention Rate: The freshman retention rate refers to the number of freshmen in a college or university who return for their sophomore year. This is an important number because it tells prospective students how many freshmen liked their experience enough to return to that same school as sophomores.

Rolling Admissions: This is a practice used by some institutions to review and complete applications as they arrive, rather than according to a set deadline.

“Safety School”: A college or university where you clearly meet the admission requirements: minimum GPA, test scores, etc. It’s important, though, that the school also be one that you would want to attend, should you not gain admission to more selective colleges.

School Profile: This is an overview of your high school’s program, grading system, course offerings, and other features that your school submits to admissions offices along with your transcript. For better or worse, admissions offices use this information to weigh your GPA, placing a student’s GPA against the academic reputation of the school she or he attends.

Selectivity: Selectivity is the degree to which a college or university admits or denies admission based on the individual student’s record of academic achievement. In general, a highly selective school admits 25% of applicants, a very selective school admits 26% to 49% of applicants, a selective school admits 50% to 75% of applicants and a school with open admission admits applicants based on space availability.

Student Persistence: This is the act of working, progressing, and earning credits toward graduation in an academic environment.

Student Retention: This is the degree to which students remain enrolled as members of the college or university community and persist toward graduation.

Transcript: This is the official document containing the record of a student’s academic performance and testing history. The school at which a student is or has been officially enrolled must issue the transcript, certified by the signature of an authorized school administrator. The school’s official seal or watermarked school stationery may also be used to authenticate the transcript.

Undergraduate Student: A student enrolled in a 4- or 5-year bachelor's degree program, an associate's degree program, or a vocational or technical program below the baccalaureate.

Virtual Tour: This is an online feature offered by some colleges and universities to allow prospective students to view various aspects of campus life without visiting the institutions in person

Waitlist: An applicant is put on the waitlist when an admissions officer or committee decides to offer the applicant the opportunity to enroll in the institution only if there is space available in the incoming class after fully admitted students have responded to their offers to enroll. This category of admissions is reserved for students whose profiles are strong, but who are marginally qualified in comparison to the overall strength of others in the pool of applicants.

TYPES OF STANDARDIZED TESTING

ACT: A two-hour-and-55-minute examination that measures a student’s knowledge and achievement in four subject areas -- English, mathematics, reading and science reasoning – to determine the student’s readiness for college-level instruction. There is also an optional writing test that assesses students’ skills in writing an essay. The ACT is scored on a scale of 1 to 36 for each of the four areas. The four subject area scores are averaged to create a Composite Score.

PSAT Test: This exam prepares students for the SAT and is used to qualify students for the National Merit Scholarship semifinals and other academic awards.

SAT: This is a widely used college entrance examination program. This includes the SAT Reasoning Test, which assesses students’ critical thinking skills as they relate to the ability to manage college-level instruction. It is a 3-hour exam measuring verbal and mathematical skills, as well as grammar/conventions and the ability to write a brief essay. Students may earn a total of up to 1600 points on the three-hour exam (up to 800 points in

each of the exam's content areas: Evidence-Based Reading/Writing and Math). There is an additional 8 point SAT Writing section.

SAT Subject Test: SAT subject tests (also known as SAT II tests) are offered in many areas of study including English, mathematics, many sciences, history, and foreign languages. Some colleges require students to take one or more SAT subject tests when they apply for admission.

TYPES OF POST SECONDARY INSTITUTIONS

Art School (Arts College, Art Institute, Conservatory): An institution specializing in the visual, performing, and/or creative arts.

College: An institution of higher learning, often referred to as a "four-year" institution, which grants the bachelor's degree in liberal arts or science or both.

Community College: Community colleges, sometimes called junior colleges, technical colleges, or city colleges, are primarily two-year public institutions providing higher education and lower-level courses, granting certificates, diplomas, and associate's degrees. Many also offer continuing and adult education. After graduating from a community college, some students transfer to a four-year liberal arts college or university for two to three years to complete a bachelor's degree.

Graduate School: Usually within universities, these schools offer degree programs beyond the bachelor's degree.

Historically Black College or University (often called HCBU's): Historically black colleges and universities (HBCUs) are institutions of higher education in the United States that were established before 1964 with the intention of serving the black community. There are 105 HBCUs today, including public and private, two-year and four-year institutions, medical schools and community colleges.

Liberal Arts College: A degree-granting institution where the academic focus is on developing the intellect and instruction in the humanities and sciences, rather than on training for a particular vocational, technical, or professional pursuit.

Private Institution: This is a college or university funded by private sources without any control by a government agency. The cost of attending a private institution is generally higher than the cost at a public institution.

Proprietary Institution: This is a term used to describe postsecondary schools that are private and are legally permitted to make a profit. Most proprietary schools offer technical and vocational courses.

Public Institution: A college or university that receives public funding, primarily from a local, state, or national government that oversees and regulates the school's operations is considered a public institution.

University: A "post-secondary institution" that consists of a liberal arts college, a diverse graduate program, and usually two or more professional schools or faculties, and that is empowered to confer degrees in various fields of study.

Vocational or Technical School: This type of institution is similar to a community college in that it offers specific career-oriented programs that last from a few months to a couple of years. Most are specialized and offer intense training in one specific skill area.

Religion-Based Institution: These are colleges and universities established by and currently operating under the sponsorship of a church, synagogue, or mosque; a denomination; or a particular religion.

Single-Sex (or Single-Gender) College: This is a college that accepts either women only or men only.

TYPES OF POST-SECONDARY DEGREES

A.A.: This stands for an "associate of arts" degree, which can be earned at most two-year colleges.

A.A.S.: This refers to an "associate of applied science" degree, which can be earned at some two-year colleges.

B.A. or B.S.: B.A. stands for "bachelor of arts," and B.S. stands for "bachelor of science." Both degrees can be earned at four-year colleges. (Most bachelor's degrees fall under one of these categories.)

B.B.A.: Bachelor of Business Administration

B.F.A.: Bachelor of Fine Arts

B.S.N: Bachelor of Science in Nursing

Graduate Degrees: These degrees are earned beyond the bachelor's degree when the student completes graduate school curriculum requirements. Common examples include the MA (master's degree), PhD (doctoral degree) MBA (master's degree in business administration), MD (medical doctor).

Certificates: In an economy that increasingly rewards specialization, more and more institutions are offering certification programs, typically a package of five or six courses, for credit or not, taken over three to 18 months. Some cost a few thousand dollars, others much more.

I have gathered terms and adapted definitions from a number of sources to create this glossary (special shout outs to www.firstinthefamily.org, www.mycollegeoptions.org, and www.unt.edu).