

Ottawa Hills High School – Class of 2020
RESPONSIBILITIES OF THE COLLEGE BOUND STUDENT

Research and Prepare

Complete self-assessments in Naviance to help you with your college decision process. Review the results of your *Do What You Are* assessment and/or complete the *Career Interest Profiler*.

Develop a personal resume and continue to update it. Give a copy to Mrs. Nagy as soon as possible. Resources may be found through www.princetonreview.com and bigfuture.collegeboard.org.

Gather as much information about college options as possible. Use the *SuperMatch College Search* in Naviance, the college search feature through bigfuture.collegeboard.org, and other internet sites. Consider factors such as size, location, selectivity, majors, and other aspects that are important to you.

Register and retake the ACT and/or the SAT prior to your specific colleges' deadlines. Some colleges may also require *SAT Subject Tests*. Free test prep is available in Naviance as well as through the *Khan Academy* (for the SAT). The Office of Village Life also offers fee-based test prep classes.

Demonstrate Your Interest in Colleges

Establish yourself as a prospective student by contacting the college admission offices. Ask for information about any programs that may interest you.

Visit your colleges of interest. Try to schedule a tour and information session on a weekday when school is in session. Coordinate any absences with our attendance office and your teachers at least one week in advance.

Register on Naviance to meet with the college admission representatives visiting OHHS in the fall. Students may be excused from class with prior approval from the teacher.

Consult and Communicate with Your Support Team

Meet with Mrs. Nagy to keep her updated on where you are in the process and the feedback you receive from the college admissions offices. Your parents are welcome to attend an appointment with you.

Include your parents in your decision-making. Part of the process is making sure the college you choose is a good match with your personality. Your parents know you best and can help you.

Talk first with any teacher whom you will ask to write a letter of recommendation before submitting the request through Naviance. Be sure to give teachers plenty of time to meet all deadlines.

Complete Your Admission Applications

Decide by early October of your senior year where you will apply for admission. If you choose to apply under a college's Early Decision (ED) or Early Action (EA) plan, you must act even earlier.

All of your applications will be completed online. Many colleges use the Common Application at commonapp.org, which you will sync with your Naviance account. Save all login information.

Apply to a reasonable number of colleges to ensure that you will be admitted to an appropriate school. You should apply to at least one *likely* school (where you are sure of being admitted and where you would like to attend); several *target* schools (where you have a reasonable chance of being admitted); and perhaps one or more *reach* schools (where you dream of going but perhaps only have a small chance of being admitted).

Be meticulous in completing your admission applications. Your application may be the first (and possibly the only) impression that the admission office will have of you.

Obtain critiques of any essays that you write for your applications. For many colleges, this can make the difference in whether or not you are admitted. The essay is the opportunity for the college to learn more about you beyond your academic record.

Give teachers at least three weeks to complete any recommendation. Naviance will expect that all aspects of your application are fully completed before your file can be uploaded. Your timing and preparation are critical.

Use Naviance to request that your high school transcript be submitted to each college. Your requests must be made at least two weeks before any deadline.

Be sure that the colleges to which you are applying receive your standardized test scores (SAT, ACT, SAT Subject Tests) *directly* from the testing companies. **Ottawa Hills does not send your test scores.** You must either indicate the appropriate college codes when you register for the tests or you must log in to your account(s) and request that the official scores be sent to each college.

Respond immediately to any request from a college for an interview, audition, portfolio, updated transcript, or any other additional information.

Notify Mrs. Nagy AND promptly change the status in your Naviance account when you receive your admission decision from each college.

Research and Pursue Financial Aid and Scholarship Opportunities

Thoroughly research scholarship and financial aid opportunities that are available through your colleges of interest. Be sure to complete any additional applications and meet required deadlines.

Be attentive to announcements about scholarship opportunities and check Naviance regularly. You are encouraged to use other free scholarship search tools such as *fastweb.com* or *findaid.org*.

Complete the *Free Application for Federal Student Aid (FAFSA)* beginning in October of the senior year to qualify for need-based aid. Some colleges, especially private schools, may also require you to complete the *CSS Profile* through the College Board and/or their own scholarship application. Be sure to check individual college policies and deadlines.

Keep record of all scholarship and award offers. You will report this information to Mrs. Nagy in May.

Commit to a College

Consult with Mrs. Nagy as you make your final decision about where you will attend.

Review and follow directions regarding on-campus housing requirements and deposits. If you submit deposits to multiple colleges, be sure to adhere to refund information and deadlines.

Send your enrollment deposit to the college that you have decided to attend by May 1. Contact all of the other schools to which you have been accepted to inform them that you will not enroll.

Follow instructions regarding registration for new student orientation.

Do not develop *senioritis*. Colleges receive a mid-year and final high school transcript and may revoke offers of admission and /or scholarships.

Words of Advice

Remember that this is a process that will develop over time and will have an element of uncertainty. What you *can* control is staying organized and working well in advance of deadlines.

Remember that there are many strong options for college! There is not necessarily one “perfect fit” for you. Many colleges will be a great fit.

Remember that an acceptance or denial from a college does not define who you are as a student or as a person. The admission decision process is often filled with subjective elements beyond your control.

Be authentic when completing your essays for your applications. Colleges train their admission staff to be savvy readers. You want to make a true representation of who you are to each college.

Mrs. Nagy is here to support you through this often emotional – yet rewarding – process!