



# SENIOR COLLEGE ADMISSIONS 101 Quick Reference Guide



**It's all about fit....**You are in the midst of one of the most exciting times of your educational career.

***Finding your best fit*** is the result of willingness to define the college characteristics that are most important to you. This guide is designed to help you as you prepare for your senior year. You will be meeting with your Advisor individually and in groups for weekly Application Work Sessions during the first quarter of your senior year.

Before you begin filling out applications, you should narrow your Naviance list of “Colleges I am Thinking About” to “Colleges I am Applying to”. Begin by asking yourself the following questions:

1. Would I be **challenged** academically here?
2. Could I **thrive** in this academic environment?
3. Could I **contribute** to this school in and out of the classroom?
4. Do I feel a **connection** with the students?
5. Could I **envision** myself as part of this community?

Additionally, it is your responsibility to thoroughly research the college application procedures for each college you apply to. Take time to understand:

- \*The **Deadlines** – Early, Regular, Rolling, Open
- \*The **Requirements** – Transcripts, Testing, Essays, Fees, Other
- \*The **Instructions** – Essay length and format, number of rec letters, etc.



## GENERAL APPLICATION PROCEDURES

1. Many schools accept only **THE COMMON APPLICATION** (over 500). This application can be accessed through the college's individual websites or at [www.commonapp.org](http://www.commonapp.org). The Common Application opens for the 2020-2021 school year on **August 1, 2020**.

**\*\*\*There is also an initial Common App Account Matching process that you must complete, in order to link your Common App account with your Naviance account. Follow the prompts in your Naviance account in order to complete this necessary task.\*\*\***

2. Most colleges charge a **FEE** to process your application. When you apply online, you will want to be prepared with a credit card number. Look for freebies! Some colleges will waive the application fee if you apply before a certain date or go on a campus visit.
3. No transcript can be sent without a **TRANSCRIPT RELEASE FORM** (available on the Academic Advising Google Classroom). You must sign it, and your parents must sign it. This form gives your advisor permission to send your transcript to the college(s) of your choice. Transcript Release Forms should be signed and uploaded as soon as possible.
4. Every college application requires a transcript. You must request that your transcript be sent to each college individually through your Naviance account. You can do this by logging into your Naviance and clicking on the Colleges tab. Then go to the "Colleges I'm Applying To" list and add your colleges here. When you have completed your application and are ready to request your transcript, check the box next to the college name and select **"Request Transcript"**.

**\*\*\*All transcript requests must be made at least one week before the deadline\*\*\***

If you are not using Common App and are applying directly through the college website, there may be a **SECONDARY SCHOOL REPORT or COUNSELOR FORM**. The colleges require the advisor to fill out this form and send it with the transcript. When you apply online be sure you finish the process - this form would be the last thing you download.

5. College application **ESSAYS** are important to all private colleges and to highly selective public universities. Some colleges do not require that students submit essays as part of the application process. If the college requires this, be sure to spend quality time on it. Your English teacher is available to help you with this essay as needed. A copy of the 2020-2021 Common Application Essay questions are included below.

★ Please view the following link for the 2020-2021 Common App Essay prompts

<https://appsupport.commonapp.org/applicantsupport/s/article/What-are-the-2020-2021-Common-Application-essay-prompts>

**You will choose one of the prompts out of the list to write about on your Common App.**



6. Your **RESUME** in Naviance should be finalized before you begin the application process. You will find that your resume is a critical piece to every college application and scholarship application you complete. Additionally, you will need to give a copy of your resume to any person who may need to write a letter of recommendation for you. There are several templates in Naviance that will assist with design, organization and professionalism of this important document. Your English teacher and Advisor are happy to assist you.
7. Some colleges ask for **LETTERS OF RECOMMENDATION**. Ask someone who knows you well and who can address your talents as appropriate. For example, if you are applying for a scholarship or admission into a science area, it would be wise to ask a science teacher for the recommendation. **You must give this person at least 2 weeks notice.** Be sure to provide the recommender with your resume and any special forms or instructions. Consider writing a thank you note to each person who wrote a letter on your behalf. Be sure the recommender knows whether to return the letter to your Advisor, to you, directly to the college or scholarship agency. Your letter must be requested and uploaded in Naviance for any applications that will be submitted in Naviance.

\*\*\* Naviance will allow you to send a request to a teacher, however, it is good practice and professional if you ask the recommender in person. If the recommender (teacher) agrees to write you a letter, then follow up with the electronic request through Naviance. This will allow the recommender to upload your letter directly to your Naviance account.\*\*\*

8. **SCHOLARSHIPS** - Some colleges automatically screen applicants for scholarships on the basis of the transcript. Others require that you fill out a scholarship application. In Naviance, we announce all of the scholarship opportunities that are non-college-affiliated (and some that are). **It is your responsibility** to research the colleges to which you are applying to see if you qualify for any scholarships. Most colleges offer various kinds of scholarships based on academic performance, financial need, leadership, community service, athletics, and/or special talent (e.g, musical, artistic, dramatic).
9. Apply for **FINANCIAL AID** by filing the FAFSA (**Free Application for Federal Student Aid** (<https://studentaid.gov/>) on/after October 1 , 2020. You and your parents must complete the FAFSA in order to be considered for financial aid. This form must be completed online. Be aware that you may qualify for special aid if your parent is disabled, a veteran, or works for a company that offers scholarships to its employees' children. A few, prestigious colleges require an additional document called the CSS Profile. If your college is in that category, see your counselor for more information.

\*\*\*Seton will host a Financial Aid Evening Program for students and parents in the Fall - date and time TBD\*\*\*



## WHEN SHOULD YOU APPLY?

Application deadlines vary considerably from college to college. Remember that the Common Application opens on August 1, 2020. Most colleges **begin** processing applications in September.

**\*\*\*Generally, we recommend you have your admission applications submitted by mid-November as December 1<sup>st</sup> is a common financial aid deadline.\*\*\***

## WHEN WILL YOU BE NOTIFIED OF ACCEPTANCE TO YOUR COLLEGE?

There are several different methods used by Admissions Offices to inform students of their decision.

- **Rolling Admissions:** The college notifies students as soon as all admission materials have been submitted. The usual length of time for notification is two to three weeks. Some colleges hold all applications until November or December, and then begin the rolling process.
- **Candidate Notification Date:** A college selects a specific date to notify all the applicants of either acceptance or rejection. The latest date is usually April 15 of the senior year.
- **Early Decision:** (used primarily by competitive schools like Miami). A student who decides that a particular college is HER FIRST CHOICE applies early in the fall of her senior year. Under Early Decision, the applicant signs a statement agreeing to attend that university upon acceptance. If accepted by this school, she must then withdraw her application from all other colleges.) The advantage of this system is that the candidate will receive early notification.
- **Early Action:** This method is similar to early decision; the student applies under an early deadline, hears an answer about acceptance early, but is not required to attend the school if accepted.

## TO HOW MANY COLLEGES SHOULD YOU APPLY?

The majority of students apply to **3 – 6 colleges**. Make sure you apply to:

A **Reach** School: Your dream school

A **Target** School : You fit right in!

A **Safety** School: Your qualifications exceed the average.

The important thing is to apply to one school that you are confident will accept you and that you can afford to attend. If you only apply to one school, and you are not accepted, it may be too late to apply to another school, particularly if the program you are considering is a competitive one. You might also apply to a “dream” school, one that you just might get in and would love to attend.



## COLLEGE ADMISSIONS TESTING

**\*\*This may vary depending on the school due to the current COVID 19. Updates are ongoing at this time.**

If you have not already taken the ACT and/or SAT, or if you plan to re-take either test, please visit [www.actstudent.org](http://www.actstudent.org) and [www.collegeboard.org](http://www.collegeboard.org) for test dates and registration deadlines. When registering for these tests you will have the opportunity to send your scores to four colleges for no additional charge. Please take advantage of this. Students who decide to send scores after the fact will be charged an additional fee per school. Your Advisor is happy to help you with this if you are unsure how to go about it. Also, see your Advisor if your college requires the SAT Subject Tests.

**\*\*It is your responsibility to send your test scores to the colleges. Colleges often require they be sent directly to the test agency.\*\***

## TEST PREP

Here are some **FREE** test preps for you to consider using:

- **ACT** - <http://www.act.org/>
- **SAT** - <https://collegereadiness.collegeboard.org/sat>
- **Naviance** - log into your account and use the test prep we used often during assembly times.
- **Method Test Prep** - offer free study guides for both ACT & SAT - <https://www.methodtestprep.com/>
- **Khan Academy** - <https://www.khanacademy.org/>

## COLLEGE REPRESENTATIVES VISITING SETON

**\*\*Traditionally, college representatives visit Seton in the fall. Currently we don't know what our procedures will be in the fall 2020. Please see below for our typical procedures. We will update you at the start of the school year.\*\***

In order to sign up to attend a meeting with a college rep visiting Seton, you will need to register through Naviance. Once you have logged on to the site, click on the Colleges tab. Scroll down to the College Visit section. You can click on the link to view the full list. When you see the full list, simply click Register Now. Your name will then be added to the list.

You need to speak with your teacher to ask for permission to attend. You must sign up at least one day in advance. Teachers will be emailed a list of students who have signed up.

Come prepared to ask questions! This is a wonderful opportunity for you to be face to face with the person who may be reading your admission application, so be sure to make a good impression.



## COLLEGE VISITS

There is no better way to find out what a college is really like than to actually spend time on the campus, talking to faculty and students, sitting in on some classes, and spending the night in one of the dorms. The Office of Admission can help you set up such a visit. Most colleges prefer that you set up a visit at least 2 weeks in advance. You can easily set up visits on-line at the college's website. For smaller colleges, feel free to call the Office of Admissions directly.

Procedures to follow when wanting to take a College Visit day::

1. Students are permitted to take **two days off** of school to visit a college
  - a. These days will not be considered an "absence"
2. **Please see your advisor** for a form to fill out and return to the main office one week in advance.
  - a. You must get your teachers signatures and will be responsible for any work you miss.

**\*\* While college campuses are closed due to COVID-19, please check out these virtual campus tours. Don't limit yourself to just these schools. Check out any college/universities website to view a virtual tour\*\***

- Xavier University - <https://www.xavier.edu/undergraduate-admission/visit/index>
- University of Cincinnati - <https://admissions.uc.edu/visit.html>
- University of Cincinnati Blue Ash - <https://www.ucblueash.edu/about/visit.html>
- Miami University - <https://miamioh.edu/about-miami/visiting-miami/index.html>
- Ohio University - <https://www.ohio.edu/admissions/visit/virtual-visits>
- Ohio State University - <https://campusvisit.osu.edu/future-buckeyes/virtual/>
- Mount St. Joseph University - <https://admission.msj.edu/portal/meet-the-mount/>
- Thomas More University - [https://apply.thomasmore.edu/portal/virtual\\_visit](https://apply.thomasmore.edu/portal/virtual_visit)
- University of Dayton - <https://udayton.edu/apply/undergraduate/virtual-visit.php>
- Northern Kentucky University - <https://www.nku.edu/admissions/undergrad/visit-covid-19.html>
- University of Kentucky - <https://www.uky.edu/admission/visitor-center>
- Cincinnati State - <https://www.cincinnati-state.edu/academics/admission/visit-cincinnati-state>

## ATTENTION ATHLETES

If you are planning to participate in interscholastic athletics at a Division I or II institution, you must register with the **NCAA Eligibility Center** to determine academic eligibility. You must register online at: [www.eligibilitycenter.org](http://www.eligibilitycenter.org). There is a fee, so have a credit card number ready. You will be required to sign a Transcript Release Form before your counselor can send documents to the NCAA. Students should be sure to meet with their counselor to discuss their latest NCAA GPA. If you are planning to attend an NAIA school, you must also register with them. There is a fee for this as well. Go to <http://www.PlayNAIA.org>.



## STATEMENT OF STUDENTS' RIGHTS AND RESPONSIBILITIES IN THE COLLEGE ADMISSIONS PROCESS

Students have the right:

1. To full information from colleges concerning their admission and financial aid policies. Prior to applying, students should be fully informed of policies and procedures concerning application fees, deposits, refunds, housing, and financial aid.
2. To defer responding to an offer of admission and/or financial aid until students have heard from all colleges to which they have applied, or until May 1<sup>st</sup>. Should a student be denied this right, she should (a) immediately request the college to extend the reply date and (b) notify her high school counselor.

Students have the responsibility:

1. To be aware of the policies (deadlines, restrictions, etc.) regarding admissions and financial aid.
2. To complete and submit required material to colleges of their choice.
3. To meet all application deadlines.
4. To follow college application procedures of the high school.
5. To notify the colleges that have offered admissions, of acceptance or rejection of their offers as soon as students have heard from all to which they have applied, or by May 1<sup>st</sup>.

### VITAL STATISTICS REQUIRED FOR ALL APPLICATIONS

#### ★ School Address

- Seton High School  
3901 Glenway Ave  
Cincinnati, Ohio 45205  
(513) 471-2600

#### ★ Seton Test Code

- 361-115

#### ★ SENIOR class size

- 136

#### ★ Class of 2021 Graduation Date

- May 20, 2021

### ADVISOR CONTACT INFORMATION

★ Cindy Bihl - [bihlc@setoncincinnati.org](mailto:bihlc@setoncincinnati.org) - O'Connell House

★ Erin Lind - [linde@setoncincinnati.org](mailto:linde@setoncincinnati.org) - Emmits House

★ Melanie Richardson - [richardsonm@setoncincinnati.org](mailto:richardsonm@setoncincinnati.org) - Cedar House

★ Robyn Schwarz - [schwarzr@setoncincinnati.org](mailto:schwarzr@setoncincinnati.org) - Segale House

