

# **Fairfield Warde High School Class of 2018**



## **Post High School Planning**

Presented by the  
**School Counseling Department**

**W**elcoming • **A**cademic • **R**espectful • **D**ynamic • **E**thical

# TABLE OF CONTENTS

<b>SCHOOL COUNSELING STAFF.....</b>	<b>3</b>
<b>INTRODUCTION.....</b>	<b>3</b>
<b>COLLEGE PLANNING.....</b>	<b>4</b>
TESTING CALENDAR & INFORMATION.....	4
TEST PREPARATION .....	5
NATIONAL COLLEGIATE ATHLETIC ASSOC. (NCAA).....	6
COLLEGE FAIR SCHEDULE.....	6
COLLEGE VISITS.....	6
LETTERS OF RECOMMENDATION.....	7
COLLEGE ESSAY.....	7
FINANCIAL AID.....	8
<b>CAREER EXPLORATION.....</b>	<b>9</b>
RESUME.....	9
JOB INTERVIEWS.....	10
<b>MILITARY.....</b>	<b>11</b>
<b>JUNIOR TIMETABLE.....</b>	<b>11-12</b>
<b>SENIOR TIMETABLE.....</b>	<b>12-13</b>
<b>APPENDIX.....</b>	<b>14</b>
TERMS AND ABBREVIATIONS.....	14-15
COLLEGE INTERVIEWS.....	15
ACTIVITY SHEET.....	16
HOW COLLEGES REVIEW APPLICATIONS.....	17
STUDENT & PARENT ADVICE.....	18
HELPFUL WEB SITES.....	18-19
FWHS FAMILY CONNECTION.....	20
THE COLLEGE/CAREER CENTER.....	21
SAMPLE RESUME.....	22
GAP YEAR.....	23

## **SCHOOL COUNSELING STAFF**

Caryn Campbell  
Director of Pupil Personnel & Counseling  
(203) 255-8388  
CCampbell2@fairfieldschools.org

### **Fitts Guidance Office (203) 255-8365**

Nicole Colleran - NColleran@fairfieldschools.org  
Sara Drexel - SDrexel@fairfieldschools.org  
Benjamin Levy - BLevy@fairfieldschools.org  
Stephanie Crowe, Secretary - SCrowe@fairfieldschools.org

### **Townsend Guidance Office (203) 255-8363**

Ali Chagnon - AChagnon@fairfieldschools.org  
Danielle Jurkiewicz - DJurkiewicz@fairfieldschools.org  
Lindsay Walker – LWalker@fairfieldschools.org  
Kristen Arsenault, Secretary – KArsenault@fairfieldschools.org

### **Pequot Guidance Office (203) 255-8351**

Jill Cutter - JCutter@fairfieldschools.org  
James Perna - JPerna@fairfieldschools.org  
Moheba Sayed – MSayed@fairfieldschools.org  
Nancy Rice, Secretary - NRice@fairfieldschools.org

### **Department Website**

<http://fairfieldschools.org/schools/fwhs/counseling/school-counseling/>

## **INTRODUCTION**

This booklet has been created for all juniors. Now is the time to seriously consider your future options and to begin focusing on your plans. There are many post high school options: four year colleges, two year colleges, technical schools, military, full time employment; gap year of education, employment, travel. Since everyone's goal is different and may change within the next year, it is important to consider and investigate options.

**COLLEGE PLANNING**  
**TESTING CALENDAR & INFORMATION**  
 C.E.E.B. Code for Fairfield Warde High School – **070186**

*Financial assistance for all testing fees and college applications may be available if you qualify for Free and Reduced lunch or there are extenuating circumstances. Please see your counselor for further information.*

**SAT**

We recommend that Juniors take the SAT in March or May and reserve June for SAT SUBJECT TEST(S), if necessary. However, students may opt to take the SAT in June if the other dates are not convenient. Be certain to put our school code on all forms so your counselor has a copy of your scores and take advantage of the four free score reports sent to colleges when registering. Register online with a credit card at [www.collegeboard.org](http://www.collegeboard.org).

**JUNIOR YEAR**

<b><u>Test Date</u></b>	<b><u>Test Administered</u></b>	<b><u>Deadline for Registration</u></b>
January 21, 2017	SAT & Subject Tests	December 21, 2016
March 11, 2017	SAT Only	February 10, 2017
May 6, 2017	SAT & Subject Tests	April 7, 2017
June 3, 2017	SAT & Subject Tests	May 9, 2017

**SENIOR YEAR**

<b><u>Test Date</u></b>	<b><u>Test Administered</u></b>	<b><u>Deadline for Registration</u></b>
August 26, 2017	SAT & Subject Tests	TBA
October 7, 2017	SAT & Subject Tests	TBA
November 4, 2017	SAT & Subject Tests	TBA
December 2, 2017	SAT & Subject Tests	TBA

**ACT**

The ACT is a test designed to assess high school students' general education development and their ability to complete college level work. The test covers four skill areas: English, Mathematics, Reading and Science Reasoning. While it is not necessary to take both the ACT and the SAT, some students may wish to use it as an alternative measurement. Most colleges will accept ACT scores. Check your schools to be certain! If you choose to take the ACT, we strongly recommend that it is taken with the Writing Section. Register online with a credit card at [www.act.org](http://www.act.org). The following testing dates are available for the ACT:

<b><u>Test Date</u></b>	<b><u>Deadline for Registration</u></b>
February 11, 2017	January 13, 2017
April 8, 2017	March 3, 2017
June 10, 2017	May 5, 2017
September 9, 2017	TBA
October 28, 2017	TBA
December 9, 2017	TBA

## SAT/ACT Score Reporting

**It is the responsibility of the student to release and send his or her official test scores to each prospective college.** Fairfield Warde High School will not send unofficial test scores with a student's transcript automatically. Unofficial test scores can be sent if there are extenuating financial circumstances and prior arrangements have been made with the school counselor. Official test score reports can be ordered at [www.collegeboard.org](http://www.collegeboard.org) or [www.act.org](http://www.act.org).

## Free Test Preparation

**Khan Academy: students who take the SAT and/or the PSAT/NMSQT have access to personalized SAT study resources. Khan Academy's world-class practice tools are free for all students and include:**

- Thousands of practice questions, reviewed and approved by the College Board
- Four official SAT Practice Tests written by the College Board
- Personalized recommendations for instruction and practice to help students fill their knowledge gaps

The official SAT Practice on Khan Academy's website links to classroom learning – the best preparation for the SAT. All students will need an account on Khan Academy to access this free individualized test prep. All students need to link their College Board Account to their Khan Academy Account. Khan Academy Accounts are created at [www.khanacademy.org/sat](http://www.khanacademy.org/sat). It is strongly encouraged to make passwords for College Board and Khan Academy the same for convenience and simplicity.

College Board: [www.collegeboard.org](http://www.collegeboard.org)

- SAT Skills insight
- Official SAT Practice Questions
- The Official SAT Question of the Day
- Official SAT Practice Test

## Advanced Placement Tests

MAY 2017 – All Advanced Placement tests are given during the school day. Applications for these tests must be handed in during registration week in February. Registration information has been mailed to all AP students in January 2017.

## TOEFL

The Test of English as a Foreign Language (TOEFL) evaluates the English proficiency of people whose native language is not English. Speak with your counselor if you are considering taking this test.

## TEST OPTIONAL SCHOOLS

There are number of colleges and universities which are test optional. For the most update list of test optional schools go to [www.fairtest.org](http://www.fairtest.org)

# NATIONAL COLLEGIATE ATHLETIC ASSOCIATION (NCAA)

*The college-bound student athlete must meet academic eligibility and core course requirements in order to qualify for Division I and Division II college athletic teams.*

At the end of junior year, student-athletes should see their counselor for the NCAA Eligibility Guide and information. The information is on-line at the NCAA Website: <http://www.ncaa.org/wps/wcm/connect/public/ncaa/eligibility/becoming+eligible/academic+standards>

## COLLEGE FAIRS

### **Southern Connecticut College Fair**

**Location:** Webster Bank Arena, 600 Main Street, Bridgeport CT

**Date:** Wednesday April 5, 2017

**Time:** 4:00PM to 8:00PM

Admission is free

## COLLEGE VISITS

Visiting colleges is a critical part of the decision making process. Every college is unique and you need to see how you “fit” into the college. You should visit the colleges any time during your junior year. It is important to call ahead to the admissions office requesting a tour of the college. At that time, you can also make arrangements to sit in on classes or stay overnight if you have the time. Students usually conduct tours of the campus. Ask any questions you want. They are trained at most colleges to answer even the most unusual questions.

### **Some points to remember if you intend to visit colleges:**

- Know something about the college before you go. Be sure to look over the catalogue and any other materials you have received from the college.
- Sign in at the admissions office. Schools like to know you took the time to visit; it shows serious consideration for that school.
- Know where the college is located and budget plenty of time for travel.
- Allow enough time to get the “feel” of the campus. A three-hour visit should give ample opportunity for a fairly extensive tour and an informational session with admissions staff.
- Limit yourself to touring two colleges a day.
- Pick up application and scholarship forms if needed and a campus map. The map is essential if the college doesn’t offer an escorted tour.
- Don’t hesitate to discuss finances, including scholarships, loans and work opportunities. Talk with someone in the financial aid office.
- Be sure your tour includes a freshman dorm, the library and the snack bar. There are usually students available in the snack bar who would be happy to answer questions about their college.

## **LETTERS OF RECOMMENDATION**

**are sent electronically through Family Connection**

Letters of recommendation are the part of the application that allow college admissions officers the chance to hear from your school counselor and teachers what you are like as a student. In general, **colleges will be looking for a letter from your counselor, as well as one or two from your classroom teachers.** It is the student's responsibility to coordinate teacher letters of recommendation to their prospective colleges.

- At least one letter should be from a junior year teacher.
- At least one letter should be from an academic teacher; preferably English or Social Studies
- Pick teachers who know you the best.
- This is a two-fold process (a) speak to the teacher in person AND THEN (b) indicate in Family Connection who you are asking: "Colleges," "My Colleges," "Letters of Recommendation."
- Give the teacher plenty of time to write the letter, at least four weeks.
- Make sure to write a thank you note to anyone who writes you a letter.

## **COLLEGE ESSAYS**

Most colleges are seeking complete information about you that will help them decide how happy and successful you will be on their campus. They want clues on the following:

- Your thought process and problem solving skills
- How resourceful you are
- Your reasons for choosing their college or university
- What you want to do with your education
- How accurately you express yourself
- Your values, strengths, weaknesses, achievements, aspirations, disappointments

**In writing your statement, keep the following in mind:**

**Be pertinent:** avoid hyperbole and verbiage,

**Be clear:** answer the question

**Be grammatical:** use proper spelling, punctuation, etc.

**Be prepared:** conduct a short interview with yourself to begin the thought process.

**Be thorough:** include meaningful statements on involvement in hobbies, talents, work, community, vacation or travel experience, interests, books, kinds of movies, shows, concerts and games that you attend.

## FINANCIAL AID

Most financial aid is distributed by the colleges to students. In order to qualify for aid students must file a **Free Application for Federal Student Aid** (FAFSA) in October or fall of Senior year. Some schools also require the CSS Financial Aid Profile and/or forms of their own. These forms are available online. **You and your parents should attend Financial Aid Night in September.**

Financial aid is given by the college in three kinds of aid:

- **Grants/Scholarship** – This is money that does not have to be repaid to any agency.
- **Loans** – There are many types of loans available to students that must be repaid once the student leaves college. There are varying rates of interest on the loans.
- **Work-Study** – This is a federal program administered by the colleges in which students work 10-15 hours per week at the college.

Students may accept any part, or the entire package, when the college offers it. All offers are given based on financial need so parents should anticipate that they will have to show confirming information regarding their income and assets.

Many colleges do offer achievement or talent scholarships. These are given according to academic ability or special talent and are not tied to parental financial need. Please check individual catalogues to determine if colleges offer such scholarships and to find out how to apply for them. Also inquire at the college financial aid office.

Other sources of aid are available once you have decided on your college choice:

### **National Programs**

- **National Merit Scholarship (N.M.S.Q.T.)** – This scholarship is based on scores received on the P.S.A.T. given in the fall of the junior year. Students are notified if they are semi-finalists in the fall of the senior year. Only your score on the P.S.A.T. in your junior year counts for the N.M.S.Q.T.
- **Military** – All branches of the military run their own academies which are free to students as well as offering a scholarship for R.O.T.C. (Army, Navy, and Air Force) which are offered at many colleges and universities. The National Guard offers scholarships, which pay tuition at any state school.

### **Federal Program**

Beyond all the programs administered through the colleges by filing the FAFSA, there is a guaranteed student loan that is administered through local banks. Repayment begins six months after the student leaves college. A FAFSA form must be filed to allow a student to apply for a student loan.

**Parent Loans for Undergraduate Students** (PLUS) is a loan for parents available through local banks. Payments begin 60 days after the loan is taken out.



### **Local Scholarships**

Many scholarship opportunities come to Fairfield Warde High School on a continuing basis throughout the year. Notices are posted in all senior homerooms, on Family Connection, and applications are available in Ms. Campbell's office (FWHS). It is important that students check their homeroom bulletin board and Family Connection regularly for updated scholarship information.

All seniors will receive an application in homeroom in March to apply for a variety of local scholarships. The various organizations use a uniform application and interview students who meet their requirements. Scholarship money is awarded at the end of the year.

## **CAREER EXPLORATION**

### **THE RESUME**

**(Alternative: You may update your resume in Family Connection. This may be copied and pasted as a word document if you prefer.)**

Writing a resume is crucial to a serious job-hunting campaign. Job hunters should view this process as the opportunity to clarify goals and review all accomplishments and qualifications. It's a chance to let people know how capable you are!

Resumes do not get you the job – they get you an interview. During the interview, you will have the opportunity to learn about the job opening and describe your past work experience in more detail.

In the appendix, you will find a sample resume. Students can use a format that works for them. The categories they choose can be somewhat different, but the end result will be the same well written resumes that summarize the students' background and experiences.

The College Career Center (see appendix) has a wide variety of books on resumes. Appointments may also be included in the College Career Center if you need additional help with your resume. When writing, keep in mind the following guidelines:

- Be brief. Your resume should be one typed page.
- "Bullet" your experience and begin with active, high-powered verbs. Never use "I".
- Begin all work experience with the present or most recent situation – work backward. The same is true for education.
- Always proofread your resume for typing and spelling errors.

## THE JOB INTERVIEW

The interview is an opportunity to sell yourself and is a chance to expand on your talents and skills listed in your resume. The interview enables you to ask questions about the company and the job responsibilities. Remember, as the interviewer is trying to decide if you are right for the job, you should be gathering information to see if the job is right for you. So, *relax, enjoy, and be positive.*

- Dress professionally.
- If possible, find out the interviewer's name before the interview.
- Arrive early. It will indicate that you are reliable and interested.
- Bring your resume, pen and paper.
- Greet the receptionist or the person who will introduce you to the interviewer in a pleasant manner. Say your name clearly and indicate that you have an appointment with the interviewer.
- Shake hands when you meet the interviewer. You should wait for the interviewer to ask you to sit down.
- Don't chew gum or smoke.
- Avoid slang or expressions such as, "You know" and remember to use good grammar.
- Good posture indicates alertness and interest.
- Don't apologize for lack of experience. Instead, talk about your enthusiasm and about how quickly you learn.
- The interviewer will most likely see other applicants before deciding. Politely ask when a decision will be made.
- Say "Thank you" and arrange to call back.
- Write a note thanking the interviewer.

## COMMONLY ASKED INTERVIEW QUESTIONS

- How does your previous experience relate to the job for which you are applying?
- Describe the work you did on your last job.
- What did you like most about your last job? What did you like least?
- Why did you leave your last job?
- What are your strengths? Your weaknesses?
- What was your best subject in school? Your worst? Your favorite?
- How did your education or training prepare you for this position?
- Did you participate in any extracurricular activities during high school? What did you enjoy most about them?
- Tell me about yourself.
- What do you know about our company?
- What questions do you have about our company?
- What are your goals? Long range? Short range?
- If you had to describe yourself to another person, how would you do it?
- Why should I hire you?
- Why do you want to work for our organization? How did you happen to apply here?

## **MILITARY**

A percentage of students choose the military as an option. Within this area, there are several options to investigate.

- **Military Academies** - Appointment to an academy is the most competitive process. Students must begin in their junior year to seek a nomination. Students must have the endorsement of a congressman or senator.
- **ROTC Programs** - There are two types of ROTC programs available: scholarship and non-scholarship. Students apply for the scholarship program in the fall of the senior year. ROTC presentations are generally made in the College Career Center in the spring. Juniors should attend.
- **Enlisting in the Military** - Representatives from each branch of the service schedule monthly visitations to the College Career Center. These visits are listed in the daily bulletin.

**ASVAB Testing** - The ASVAB is a two hour, multiple-choice aptitude test given free of charge by the Department of Defense. This battery is the basic qualifying instrument for entrance into the military and for placement into specific military training programs. The ASVAB can also be used for post-secondary ROTC opportunities.

The No Child Left Behind Act of 2001 and the National Defense Authorization Act of 2002 require the Fairfield Board of Education to provide, upon a request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses, and telephone listings. A parent or eligible student who objects to disclosure of such information without prior consent may file a notice of objection with the school district at any time. Such objection must be made in writing to and received by the Headmaster of Fairfield Warde High School.

## **JUNIOR TIMETABLE**

### **January – April**

- ❑ Register for the SAT and/or the ACT. See [www.sat.collegeboard.org/home](http://www.sat.collegeboard.org/home) and [www.actstudent.org](http://www.actstudent.org) for more info.
- ❑ **FWHS CODE IS 070186** (to ensure FWHS receives a copy of your scores).
- ❑ See your counselor to discuss future plans.
- ❑ Visit the College Career Center to gather information on colleges and careers.
- ❑ Use the “College Search” on Family Connection to get an initial list of colleges.
- ❑ Attend local college fairs and make appointments to **visit colleges** during April vacation and summer.
- ❑ Check credits and develop a **senior schedule** that is relevant to your post high school plans.
- ❑ Register for the SAT SUBJECT TEST(S) in June if you are considering early decision or are completing courses for which SAT SUBJECT TEST(S) are available. See [www.collegeboard.org](http://www.collegeboard.org) for info.
- ❑ Sign up for Advanced Placement (AP) tests, if appropriate.
- ❑ Attend all School Counseling Post High School Planning Workshops.

## May – June

- ❑ Attend Essay Writing Workshop presented by English and School Counseling Department
- ❑ Take SAT or ACT. Please note you will be offered four free score reports when registering.
- ❑ Take AP Exams
- ❑ Take SAT SUBJECT TEST(S) in June if you are considering early decision or are considering applying to schools requiring the SAT SUBJECT TEST(S).
- ❑ Continue to work with your counselor refining your list of schools.
- ❑ Review your SAT scores with your counselor. Review your senior schedule to be sure it includes all courses necessary to accommodate your future plans.
- ❑ Ask two teachers for letters of recommendation.

## July-August

- ❑ Make appointments to visit schools in the summer.
- ❑ Establish your Common Application account at [www.commonapp.org](http://www.commonapp.org)
- ❑ Continue drafting college essay and activity sheet
- ❑ In Family Connection, click the ABOUT ME tab and complete “Recommendation Questionnaire”. Please update your Resume.

# SENIOR TIMETABLE

## September

- ❑ **Meet with your counselor to discuss your college plans.**
- ❑ **Check to be sure you know all your college deadlines.**
- ❑ **Attend Senior Application Seminar with your school counselor**
- ❑ Visit and tour all interested colleges. Tours and interviews can be arranged through all undergraduate admissions offices.
- ❑ Sign up for October, November or December SAT, SAT SUBJECT TEST(S) or ACT.
- ❑ Begin application process (application(s), essay, resume/activity sheet).
- ❑ Decide if you wish to apply for **early decision or early action.**
- ❑ Sign up to see college representatives in the College Career Center. A schedule of visiting college representatives can be accessed through Family Connection or posted in your homeroom, college career center and guidance offices.
- ❑ Review your *Senior Credit Check*.
- ❑ Ask two teachers for a letter of recommendation if you did not do this in June.

## October

- ❑ File any applications for early decision or early action.
- ❑ Make an appointment with your counselor to review senior application packet materials and deadlines
- ❑ **Visit, Visit, Visit Colleges!**
- ❑ Sign up to see college representatives in the College Career Center.
- ❑ Check transcript to be sure it is accurate.
- ❑ Research sources of financial aid including the FAFSA and CSS profile
- ❑ Check homeroom, Guidance, Main Offices and in Family Connection under Colleges tab for notices of scholarship information.

## November

- ❑ Complete college applications and submit transcript release forms to your counselor.
- ❑ Continue researching colleges in the College Career Center.
- ❑ Release official SAT, SAT SUBJECT TEST(S) and/or ACT scores to all your colleges through **COLLEGE BOARD** or **ACT**.
- ❑ Check with your school counselor to review your lists of schools.

## December

- ❑ Complete college applications.
- ❑ Expect notification of early action / early decision.
- ❑ Access Financial Aid Form (FAFSA) on line. Plan to attend Financial Aid night at Fairfield Warde High School.

## January

- ❑ File *Free Application for Federal Student Aid (FAFSA)* form for financial aid.
- ❑ Rolling admissions schools will begin notifying students.
- ❑ Inform your counselor of all admissions decisions and update Family Connection.
- ❑ Make sure to write a thank you note to anyone who wrote a letter of recommendation.

## February – June

- ❑ Beware of “Senior Slump.” All colleges accept students on the condition that they maintain their grades and can rescind the acceptance if a student’s grades decline.
- ❑ Sign up for Advanced Placement Exams, if appropriate.
- ❑ Complete applications and interviews for local scholarships.
- ❑ Notify your counselor as to which school you will attend.
- ❑ Check in the College Career Center for summer and full-time jobs.
- ❑ Apply for State of Connecticut loans from your local bank.

## APPENDIX

### TERMS AND ABBREVIATIONS

#### **American College Tests (ACT)**

Tests administered by the American College Testing Program which measure educational development in English, Math, Reading and Natural Sciences.

#### **Advanced Placement**

College credit for an advanced course taken in the junior or senior year of high school. Successful completion may result in college credit.

#### **Candidate's Reply Date**

Usually May 1, the date by which your college must have received your deposit. Check for exact date.

#### **Cooperative Education (Co-Op)**

Programs whereby terms of full-time studies are alternated with terms of full-time paid employment related to students' majors.

#### **Deferment**

- A. When an Early Applicant is neither accepted nor rejected and placed in the regular application pool.
- B. Policy by which a college will allow you to postpone your enrollment for one year.

#### **Early Action**

A college acceptance plan in which a student applies by November and receives a decision by mid-December. The decision ***is not binding*** on the student and the student may still apply and enroll at another college.

#### **Early Decision**

A college acceptance plan whereby a student applies by November and receives decision by mid-December. Applying for Early Decision has the effect of entering into a contract. If accepted, the student is ***obligated*** to enroll in the fall.

#### **Internship**

Program whereby studies and employment are combined in a term or employment occurs in the summer. Work relates to students' major but the arrangements are not ongoing as with cooperative education.

#### **Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT)**

A test designed to provide preparation and insight to the SAT. The test is offered only in October and should be taken by all college-bound juniors. Scores are reported on a scale of 20-80 in verbal and math.

#### **SAT: Reasoning Test**

Tests administered by the College Entrance Examination Board (CEEB) which measures verbal, mathematical and writing abilities; various colleges use scores achieved on this test

as part of the admissions process. Scores are reported in each section on a scale of 200-800. The code number for Fairfield Warde High School is **070186**.

### **SAT SUBJECT TEST(S) (formerly SAT II)**

Tests that are taken in specific subject areas. Some colleges require up to three tests as part of the admissions process. Applications for these tests are available in the College Career Center.

### **Transcript**

Official record of high school courses, test scores, and other pertinent data.

### **Wait List**

A list of applicants, some of whom may be admitted after May 1.

## **THE COLLEGE INTERVIEW**

Many schools offer only group interviews where representatives answer questions about the school. Some colleges will grant private interviews and a few will make those interviews a part of your file. It is important to have questions or to know what to expect at the interview. Basically, it is an exchange of information. Many schools are now using alumni to interview students. Ask questions that are not easily answered through research on college websites.

The following are some questions you might ask during your interview:

- What types of college housing are there for freshmen – suites, doubles, and singles?
- How many students are there per room? Are students ever tripled in double rooms?
- How are roommates assigned?
- How will my faculty advisor be assigned?
- What is the average class size for a freshman course?
- What kinds of financial aid programs are available? What forms should I fill out? Are there any special scholarships offered by the school or alumni? Are there deadlines for financial aid?
- What job placement/recruiting is conducted on campus?
- What kinds of activities are available on the weekends?
- What percentage of students remain on campus on weekends?
- What meal plans are available? Are meals offered on weekends?
- Are there fraternities or sororities on campus and what percentage of the students join?
- How much is the college involved with the community?

The interviewer may ask you a number of questions to relax you and get to know you. Although you can't anticipate everything that will be asked, the following are some typical questions:

- How do you spend your leisure time?
- What activities are you involved in at school?
- Why did you choose this college?
- What's the best book you have read?
- Have you held a part time job during high school? What did you do?
- What major do you intend to pursue? What career are you hoping to enter?
- What was the hardest course you took in high school?

# ACTIVITY SHEET

It has become popular for students to submit resumes for their high school activities and awards with their college applications. Efforts should be made to ensure that the resume is only one page, as per the following example:

**Jill Dolan**

755 Melville Avenue, Fairfield, CT 06825

[jdolan@aol.com](mailto:jdolan@aol.com)

## ACADEMIC AWARDS

National Honor Society 11, 12

Honor Roll 9, 10, 11, 12

Mu Alpha Theta 11, 12 (Secretary)

- Tutored Students in Math Lab.

Bryant Book Award 11

- Recognized for academic excellence, leadership and community service.

## SCHOOL ACTIVITIES

Key Club 9, 10, 11 (Secretary) 12 (President)

- Initiated new service projects for community.
- Contributed over 50 hours of service each year.

Spanish Club 10, 11, 12 (Secretary)

- Promoted awareness of Spanish language and culture.
- Coordinated all the food stations for International Day.

AFS 9,10,11,12

- Participated in short exchange programs with schools in New Mexico, California, Michigan and Maine.

Astronomy Club 9, 10

## ATHLETICS

Junior Varsity Volleyball 9, 10

Varsity Volleyball 11, 12 (Captain)

- Received FCIAC recognition 11,12.
- MVP Award for 2006 season.

## COMMUNITY INVOLVEMENT

Town Youth Council 10, 11, 12

- Lead and created vacation programs for elementary students.
- Involved in bringing together students from public, private and parochial schools to develop service projects.

Senior Pilgrim Fellowship 9, 10, 11, 12

- Raised money for homeless shelter.
- Traveled to Appalachia in summer of 2005 and 2006 to help reconstruct homes.

## WORK EXPERIENCE

Fairfield Country Club Summer 2005, 2006

- Camp Counselor.



## HOW COLLEGES REVIEW APPLICATIONS

The National Association for College Admission Counseling has been surveying institutions and the relative value of each factor in the admissions decision. According to the 2008 *State of Admissions* report published by NACAC, the values have remained fairly consistent over time. Listed below are the top factors in order of importance. Grades in college prep courses (which are an indication of the strength of curriculum) have remained the number one factor in the decision about whom to admit to college.

1. Transcript
  - a. Strength of schedule (AP, Honors, College Prep)
  - b. Weighted grade point average
  - c. Number of courses taken each year
  - d. Grade Trend: an upward trend in grades will be noticed (but so will a downward trend)
  - e. Senior schedule- is the student continuing to challenge him or herself
  - f. Strength of high school
2. Standardized test results- SAT, ACT
3. Student Essay or Writing Sample
4. Demonstrated interest in the college- has the student visited? Met with the college representative when he/she visited the high school?
5. Counselor Recommendation
6. Teacher Recommendation
7. Interview- if offered by the institution
8. Advanced Placement Test(s)
9. Extracurricular activities- athletics, clubs, volunteer
10. SAT Subject Test(s) Scores
11. State Graduation Exam Scores
12. Employment

## STUDENT & PARENT ADVICE REGARDING THE APPLICATION PROCESS

- Start looking at colleges in the spring; start your essays over the summer
- Campus visits can help you narrow your lists down
- Like your safety schools- you may need them
- Don't just pick a school because your friends like it
- Don't get hooked on just one school; you may not get in there
- Your ideas about what you want will change over time
- Don't obsess about the college process; you still need to do well in school
- Ask your teachers early to write letters for you so they have time
- If you want to submit a portfolio with your applications talk to your art teachers for help
- Familiarize yourself with an application
- Think long term when scheduling your testing dates
- Register for the SAT and ACT early so you get home site
- Use the Common Application
- Send an essay even if it is not required
- Save a writing sample from your junior year
- The college process is a stressful one; try to step back and relax
- Fairfield students tend to apply to the same schools; work hard on exploring new options
- Research many schools. Focus and apply to 6-8 to guarantee quality applications
- Stay Organized
- Encourage the student to take ownership and responsibility for this process.

### Helpful Financial Aid Websites

(These can also be accessed through)

<https://www.edline.net/pages/fwhs/studentservices/CounselingGuidance/Seniors>

#### **FAFSA on the Web**

[www.fafsa.ed.gov](http://www.fafsa.ed.gov)

Interactive Web version of the Free Application for Federal Student Aid.

#### **Fast WEB**

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

A free, searchable scholarship database that enables you to locate sources for financial aid that are suitable for you.

#### **Financial Aid Information Page**

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

Financial aid primer from the U.S. Department of Education, plus FAFSA links.

#### **Scholarship site**

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

General scholarship search

#### **Family Connection**

[www.connection.naviance.k12.com/warde](http://www.connection.naviance.k12.com/warde)

Fairfield Scholarship Foundation and other local, regional and national scholarship information is available through Family Connection. This can be found under the *About College-Scholarship List*

## Helpful Websites for College Applicants

**Peterson's Education & College Career Center**    [www.petersons.com/ugrad/](http://www.petersons.com/ugrad/)

Campus news, advice on writing application essays, and an engine for college searches.

**The College Board**

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

A lot of useful information about campus visits, interviews, and other parts of the college search process. Downloadable applications for over 800 colleges and a solid, comprehensive search engine. There is also an abundance of information on the SAT. Register for the SAT at this site.

**U.S. News College and College Careers Center**    [www.usnews.com](http://www.usnews.com)

College rankings, advice from high school counselors and financial aid experts, a comprehensive college search engine, and college links galore.

**College Net**

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

Cool-looking site with an enormous searchable database of schools, plus links to the colleges. Search variables include state or regions, majors, and tuition. The lack of a selectivity variable, however, means it may be tough to narrow the field.

**College View**

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

One of the most detailed search engines on the Net, with wide-ranging criteria that include diversity, field of study, religious affiliation, athletics, special programs, and services for the disabled.

**The Princeton Review**

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

A search engine with a wide array of variables, including location, academics, sports, student life, and housing.

**The American College Testing Program**

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

**Ed Line**

[www.edline.net/pages/fwhs/student services/CounselingGuidance/Seniors](http://www.edline.net/pages/fwhs/student services/CounselingGuidance/Seniors)

The Guidance and Counseling Department of Fairfield Warde High School provide you with powerful Internet tools to assist you in career and college planning. These tools complement the individual and group sessions you have with your counselor throughout your high school experience.

## FWHS FAMILY CONNECTION

Family Connection is a comprehensive website that parents and students can use to help in making decisions about courses, colleges, and careers. Family Connection is linked with the school counselor's office, a service that we use in our office to track and analyze data about college and career plans, so it provides up-to-date information that's specific to our school.

Family Connection allows parents and their student to:

- **Get involved in the planning and advising process** – Build a resume, complete on-line surveys, and manage timelines and deadlines for making decisions about colleges and careers.
- **Research careers**
- **Research colleges** – Compare GPA, standardized test scores, and other statistics to actual historical data from our school for students who have applied and been admitted in the past.
- **Research Gap Year opportunities and summer programs**
- **Sign up for college visits** – Find out which colleges are visiting our school and sign up to attend those sessions in the College Career Center.
- **Research Scholarships** – local, regional and national.
- **Visit High School ACE** - An on-line help site for high school students by subject area.

Family Connection also lets us share information with parents and students about upcoming meetings and events at FWHS, local scholarship opportunities, and other Web resources for college and career information. In addition, the site includes a link that students can use to send us an e-mail message or we can send you an e-mail. To visit our school's Family Connection site, use your Web browser to connect to:

<http://connection.naviance.com/WARDE> or use **Link on FWHS Home Page**

Student's access (and parent access) is Username: first letter of student's first name followed by their last name. Password is the students' ID number at FWHS. Counselors register all students as freshmen. If you are not registered, please contact your counselor.

**All college materials including high school transcript, school profile, CAPT scores, teachers' and counselor's letters of recommendation are sent electronically via the internet to colleges. Therefore, all seniors need to be using this program to list the colleges to which they are applying. Students can track whether colleges have received their materials and if their teacher letters of recommendation are "in progress" or "completed."**

## **COLLEGE/CAREER CENTER**

**Contact Kate Lala at 255-8357**

A comprehensive College/Career Center (CCC) is located in Pequot House near the main office. A wealth of information on college, career planning and technical programs, apprenticeship programs as well as full-time, part-time and summer job listings are available in the Center. The Center is open to all students during the school day. Students are encouraged to drop in individually or with friends and become familiar with the CCC.

A wide selection of individual college catalogs and view books, college guides, CD's and videos dealing with the admissions process is available in the center. The books cover a wide variety of topics including tips on writing application essays, preparing for college interviews, specialty majors and careers without college. Included in the collection is an extensive array of reference books such as The College Board's, *The College Handbook*, and *The Book of Majors*, *The Fiske Guide*, *Peterson's Guide* and *Barron's Profiles* as well as volumes of Apprenticeship Programs in the United States and technical schools. There are also books on colleges with learning disability programs, financial aid and scholarships, summer opportunities for jobs and travel, and study abroad programs. There are also many study guide books for taking the SAT, SAT Subject Tests, ACT and AP Subject Exams.

Representatives from approximately 200 colleges, universities and technical schools are hosted in the CCC in the fall and spring. Lists of visiting schools are printed in the daily student bulletin, posted on the front page of Edline and published on Family Connection (About Colleges- Visit Schedule). A list is also sent to all junior and senior homerooms and displayed outside the CCC. Students are encouraged to check this list daily for additions and changes. Military recruiters also visit and host information sessions. It is the students' responsibility to request a pass through the CCC and inform their teacher that they will miss a portion of class to attend the session. Students are encouraged to discuss perspective schools with their school counselor before attending these sessions.

# SAMPLE EMPLOYMENT RESUME

**TERRY T. BRADFORD**  
42 Knotsford Road  
Fairfield, Connecticut 06825  
(203) 555-5555

**JOB OBJECTIVE:** To obtain a full-time entry level position as a pre-school teacher in a day care facility with opportunities for advancement and challenge.

**EDUCATION:** Fairfield Warde High School, Fairfield, CT  
G.P.A. 2.5, Completed FWHS Child Development Curriculum

**INTERESTS:** Sports, Child Development courses, Music, Community Service

**CERTIFICATIONS:** CPR/ FIRST AID Certification and American Red Cross Babysitting Certificate

## **HIGH SCHOOL ACTIVITIES:**

Key Club 9, 10, 11 (Secretary) 12 (Vice President)  
AFS 9,10,11,12  
Astronomy Club 9, 10

## **WORK EXPERIENCE:**

2006-2007 Daycare Teaching Assistant

ABC Nursery School Fairfield, CT

- Responsible for designing and implementing structured activities for children ages birth-3 years old
- Supervise and provide safe environment for afternoon playtime
- Organize afternoon snack time
- Responsible for all aspects of safety and overall childcare for infants and toddlers

2005, 2006 PARKING PERMIT ATTENDANT

Summers Fairfield Town Hall Fairfield, CT

- Prepared parking permits for town beaches
- Assisted people in answering questions and solving problems

## **VOLUNTEER WORK:**

2005-2007 CAMPAIGN AIDE

Local Political Campaigns Fairfield, CT

- Solicited funds through telephone canvasses
- Handed out literature at shopping centers
- Placed posters in local stores

## **AWARDS AND ACHIEVEMENTS:**

2006-2008 Honor Roll, Fairfield Warde High School – two marking periods

2007 Ten Mile Marathon, second prize, sponsored by Pequot Runners

**PERSONAL:** Traveled throughout New England states  
Enjoys volunteering, babysitting

**REFERENCES:** Available upon request

## **GAP YEAR**

Every year, some members of the senior class opt for a different post high school experience. If you fall into this category, please consider the following:

1. Make a senior appointment with your school counselor to discuss your options. We have a lot of information.
2. Consider the reasons why you are not ready to apply to college. Maybe you are nervous about the process and the fear of not getting accepted anywhere. Maybe you are simply not ready to decide what you want to study or maybe you need some time away from academics to give you a fresh perspective.
3. It is important to begin planning what road you will take after graduation. Take some time to brainstorm everything and anything that appeals to you in the short term. Maybe you would like to travel to a foreign country. Maybe you would like to work for a while or explore a particular interest.
4. Investigate each of the items on your list. Talk to people who have actually done some of the things in which you are interested in. Recognize the minuses as well as the pluses.
5. Use the internet. There are many sites designed specifically for those students who are taking time off. A few of the more helpful sites are:
  - [www.gapyear.com](http://www.gapyear.com)
  - [www.takingoff.net](http://www.takingoff.net)
  - [www.yearoutgroup.org](http://www.yearoutgroup.org)
  - [www.mapthegapinternational.com](http://www.mapthegapinternational.com)