



**Mount Greylock Regional School District**  
**Guidance Office**  
**1781 Cold Spring Road**  
**Williamstown, MA 01267**  
**P: (413) 458-9582 x 1250**  
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**[www.mgrhs.org](http://www.mgrhs.org)**

September 2019

To the Class of 2020 and Parents/Guardians:

Graduation will be upon us before we know it. Enclosed you will find essential information relevant to your post high school planning and decision-making.

First and foremost, pay attention to the senior calendar each month. It is your guide to the important steps in the process and dates you need to know. Second, check Naviance and the monthly Guidance Bulletin for up-to-date information regarding college visits, scholarships, events, etc.

### **Taking the SAT and ACT**

Enclosed is a schedule of the upcoming SAT and ACT test dates. You will need to pay close attention to registration deadlines and test dates. Register online at [www.collegeboard.org](http://www.collegeboard.org) for the SAT and [www.act.org](http://www.act.org) for the ACT. You must enter the school code 222415 AND print out a registration ticket to have on test day if you choose this option. Students must upload a photo with no other faces, hats or objects in the view. If your photo does not follow the photo guidelines, you cannot test. See your school counselor for any questions.

### **College Fair**

The Guidance Office is hosting a field trip to the Berkshire Community College Fair on Wednesday, October 2 from 9:00am-11:00am. Over 100 college representatives, as well as military recruiters, will be on hand to provide information about their programs. A list of colleges in attendance and sample questions to ask representatives is enclosed in this packet. A signed permission slip and \$6.00 fee is required for seniors who want to attend. This is first-come-first-serve so get your slips in early!

### **College Rep Visits**

Over 60 colleges are visiting Mount Greylock this fall. This is a great opportunity for you to introduce yourself to admission reps, ask questions and make a great first impression. A list of colleges visiting is included in this packet. To sign up for a visit, sign into Naviance to register and then complete the yellow permission form found in Guidance to be excused from class. Both of these steps are required to sit with a college rep.

## Applying to College: The Process

**Students:** When you are ready to meet with your counselor about post-graduate planning, you must bring your Student Data Sheet and Parent Brag sheet to the guidance office to make an appointment. This information is essential in helping finalize your applications and work through the planning process. Please note forms must be submitted at least three weeks prior to your earliest college deadline. If you have an early action/early decision deadline, please notify your counselor as soon as possible.

**Parents:** The enclosed Parent Brag sheet is an opportunity for you to share information about your child with their counselor. Please complete it and have your child return it to our office, or email it to your child's counselor.

## Guidance Office Resources

Students are welcome to peruse our *College and Career Center* inside our office. Career options, college and military information, including videos, catalogs and viewbooks, are available to help in your research.

## Final Reminders

We encourage parents and students to utilize Naviance as a resource for their college search. All of the features are valuable tools to assist students: College Match, Do As You Are, Learning Style Inventory, and Career Exploration. Counselors will also provide students with hands-on resources in their meetings.

Thank you for your attention to these first steps. They are vital to us in helping you. If you have further questions about the material in this packet, please let us know. We encourage your calls and appointments.



Beverly Maselli  
School Counselor



Jessica Casalinova  
School Counselor

# SENIOR YEAR CALENDAR

## SEPTEMBER

- Check if your senior courses meet all of your prospective requirements for college
- Register for Nov 2nd SATs by Oct 3rd
- Narrow your preliminary college list to 10-12 schools
- Meet with college reps visiting Greylock
- Access Naviance for a free career survey
- Visit Naviance to update the list of colleges you're applying to
- If you are going Early Decision or Early Action, inform your counselor now
- Complete a Student Data Sheet and Parent Brag sheet to schedule a college meeting with your counselor. Add teacher recommendations to Naviance after your meeting with counselors

## OCTOBER

- Register for Dec 7th SAT by Nov 8th
- Keep your Naviance account updated for schools you are applying to
- Follow College App procedures as soon as you know your first deadline
- Attend October Financial Aid Night at Mount Greylock - date TBD
- Sign up for college rep visits in Guidance
- The FAFSA is available for online submission beginning October 1st
- Seek out volunteer opportunities
- Complete a Student Data Sheet and Parent Brag sheet to schedule a college meeting with your counselor. Submit PINK sheets to your counselor after your initial meeting with them

## NOVEMBER

- Must register for AP Exams online by Nov 15th. Cost \$94/exam
- Research what forms/test results are required for schools you're applying to
- Complete applications for financial aid and continue searching for and applying for scholarships

## DECEMBER

- Check application deadlines. Request transcripts and teacher recs by Dec 3rd if application is due Jan 1st
- Register for Feb 8th ACT by Jan 10th
- Complete all applications for admissions
- Complete FAFSA, due Jan 1st

## JANUARY

- Finalize college applications
- Follow up with colleges to ensure all required forms are complete
- Search and apply for scholarships found in the Guidance Bulletin

## FEBRUARY

- Request mid-year reports to be sent to colleges
- Search and apply for scholarships, check guidance for the Scholarship Handbook

## MARCH

- Obtain Mount Greylock scholarship form from Guidance. ALL seniors should apply. Lanesborough/New Ashford/Hancock residents must also complete the Dollars for Scholars form online
- Confirm that you have received your FAFSA Student Aid Report (S.A.R.)

## APRIL

- Review your acceptances and financial aid offers with your counselors
- Visit the college of your choice before making a final decision
- Notify guidance counselors of college decisions
- Notify the college of your choice. Send deposit to be received by May 1st. Notify schools you have not chosen
- Mount Greylock Scholarship form due to Guidance by April 17th, 2020

## MAY

- Take AP exams if taking an AP course
- Keep your counselor informed of college admission decisions and any scholarships you receive
- If necessary, begin seeking out student loans at local banks
- Apply for a summer job to help pay for college costs

## JUNE

- Senior Week, details to come

# SAT & ACT TEST DATES 2019-2020 - MGRHS CEEB# 222-415

Register at *collegeboard.org*

<b>SAT DATES</b>	OCT 5 2019	NOV 2 2019	DEC 7 2019	MAR 14 2020	May 2 2020	June 6 2020	July 18 2020
<b>Registration Deadline</b>	<b>SEP 6</b>	<b>OCT 3</b>	<b>NOV 8</b>	<b>FEB 14</b>	<b>APRIL 3</b>	<b>MAY 8</b>	<b>JUNE 19</b>
Mount Greylock #22-904					✓	✓	
Pittsfield HS #22-652	✓	✓	✓	✓	✓	✓	✓
Drury HS #22-580			✓	✓			
Hoosac Valley HS #22-104		✓			✓		
Monument Mt. HS #22-396				✓			
Mt. Anthony UHS #46-110	✓	✓	✓	✓	✓	✓	✓

Register at *act.org*

<b>ACT DATES</b>	Oct 26 2019	Dec 14 2019	Feb 8 2020	April 4 2020	June 13 2020
<b>Registration Deadline</b>	<b>SEP 20</b>	<b>NOV 8</b>	<b>JAN 10</b>	<b>FEB 28</b>	<b>MAY 8</b>
Berkshire School #195110	✓			✓	
Drury High School #226430	✓				
Miss Hall's School #184520		✓		✓	
Mt. Anthony UHS #157980	✓	✓	✓	✓	✓
Taconic High School #243700	✓	✓			

## **COLLEGE FAIR INFORMATION**

### **STUDENTS, PARENTS!!**

The following suggestions should help in getting the most out of this event:

- ◆ **DO YOUR HOMEWORK.** Keep in mind the criteria you are using for selecting a college (geographic location, size, programs, financial aid, academic requirements, admissions criteria) and narrow your choices before you arrive. You can't visit all 150 schools.
- ◆ **HAVE PERTINENT ACADEMIC INFORMATION WITH YOU.** Know your average and PSAT or SAT scores. If you have an idea which program you wish to study, mention that as well.
- ◆ **DON'T BE AFRAID TO ASK QUESTIONS.** College counselors are there to assist you with your planning and look forward to questions. Nothing you say at this program will be used to determine whether or not you are accepted at a particular college. Make the most of this by asking what you need to know.
- ◆ **MAKE IT A FAMILY AFFAIR.** Bring your parents along. They need not accompany you from table to table. You can discuss with them beforehand what you want to find out and which colleges you want to visit, and then split your list with them and go separate ways. This way you can get information about more colleges. Or you may want to visit the same colleges separately so that you can compare notes later on.
- ◆ **KEEP AN OPEN MIND.** Don't neglect a college because you have "never heard of it." One reason for a college fair is to introduce you to institutions that may meet your needs very well but you might not have learned about on your own.
- ◆ **FOLLOW UP ON WHAT YOU LEARN.** Discuss with your guidance counselor what you plan to do next and ask their advice. Counselors can verify the feasibility of your choices, tell you about application procedures and deadlines, write letters of recommendation, and assist you throughout the process.

We hope you find our program helpful. GOOD LUCK!!

## **PRE-COLLEGE FAIR GUIDE**

The College Fairs will afford students, parents and educators a fine opportunity to receive first-hand information regarding many institutions of higher education. Participation in a fair will be very helpful to students and their parents as they engage in the process of selecting an appropriate institution of higher education. A College Fair is an ideal event for fact finding in-depth in a short space of time.

Prior to attending a College Fair, it is important that students give some thought to the type of further education that they might care to pursue. See your high school counselor and visit the College and Career Center prior to a fair to discuss your thoughts regarding postsecondary options. They have reference materials that will be helpful in this exploratory process. Prior to the fair, students should select at least two or three institutions and plan to meet with their representatives.

The following guidelines may be helpful to students as they think through the questions they would like to ask the various representatives that are available at the fair. Students should make notes and write out questions that they desire to have answered. Students should feel free to take these notes with them to the fair.

# Berkshire Community College Fair

## List of Colleges in Attendance

Anna Maria College  
 Bay Path University  
 Bennington College  
 Bridgewater State University  
 Cazenovia College  
 Central Connecticut State University  
 Clarkson University  
 Colby-Sawyer College  
 Elms College  
 Embry-Riddle Aeronautical University  
 Emerson College  
 FIDM  
 Le Moyne College  
 Manhattanville College  
 Merrimack College  
 Northern Maine Community College  
 Paul Smith's College  
 Plymouth State University  
 Russell Sage College  
 Siena College  
 Simmons University  
 SUNY Polytechnic Institute  
 The College of Saint Rose  
 The University of Rhode Island  
 Universal Technical Institute  
 University of Hartford  
 University of Southern Maine  
 Lesley University  
 University of New Haven  
 Worcester State University  
 Bard College at Simon's Rock  
 Maine College of Art  
 MCPHS University  
 University of Maine at Farmington  
 Bryant University  
 University of New England  
 Wentworth Institute of Technology  
 Fulton-Montgomery Community College

Fitchburg State University  
 Curry College  
 University of Massachusetts Boston  
 Sweet Briar College  
 Franklin Pierce University  
 Marlboro College  
 Salem State University  
 College of the Atlantic  
 Rensselaer Polytechnic Institute  
 Messiah College  
 University of Bridgeport  
 Saint Joseph's College  
 Northern Vermont University  
 Vermont Technical College  
 Suffolk University  
 Roger Williams University  
 Full Sail University  
 Emmanuel College  
 Lasell University  
 Saint Anselm College  
 Sacred Heart University  
 Springfield College  
 University of Vermont  
 Massachusetts College of Liberal Arts  
 Utica College  
 The College of New Jersey  
 Thomas College  
 Acadia University  
 University of Massachusetts Dartmouth  
 Fisher College  
 Westfield State University  
 Johnson & Wales University  
 Assumption College  
 Endicott College  
 Florida Institute of Technology  
 Stonehill College  
 Rochester Institute of Technology  
 Becker College  
 The University of Alabama  
 University of Maine at Orono

Southern New Hampshire University  
 Massachusetts Maritime Academy  
 Castleton University  
 Dean College  
 Clark University  
 Verto Education  
 Rivier University  
 Framingham State University  
 Norwich University  
 American International College  
 New England Institute of Technology  
 Albany College of Pharmacy and Health Sciences  
 Rutgers University-New Brunswick  
 Springfield Technical Community College  
 University of Tennessee  
 University of Massachusetts Amherst  
 University of New Hampshire  
 University of Massachusetts Lowell  
 Columbia College of South Carolina  
 Husson University  
 Saint Michael's College  
 Sierra Nevada College  
 Rhode Island College  
 Unity College  
 Nichols College  
 Berkshire Community College  
 SUNY College of Environmental Science & Forestry  
 Keene State College  
 Western New England University

# **Sample Questions to Ask College Representatives at a College Fair**

- What internship opportunities are available in my major?
- What is your admissions criteria?
- How many students attend this school without a major in mind? (Undecided)
- Do you have special requirements for admission for certain majors?
- What types of jobs or graduate schools do students attend after they graduate?
- Could you review your financial aid deadlines and necessary forms to apply for financial aid?
- What services does your career planning office provide?
- What academic support does your college offer (ex: tutoring, writing center, math support) and is it free?
- How do I become involved in the honors program?
- How many students will be in my first year courses?
- Are freshman courses taught by full-time faculty or by graduate assistants?
- What kinds of work-study jobs are available?
- What is the retention rate at this school?
- Does this school offer study abroad programs?
- What types of things do students do on the weekend?
- What is the culture like on campus?
- Do many students go home or away for the weekend?
- What's there to do on campus on the weekend?
- What percentage of students receive financial aid and what does the typical package look like?
- Do you have any campus traditions?
- How do you apply for school specific scholarships?



## How-to-Use Naviance Worksheet for Students

The Guidance Office uses the Guidance software system, Naviance, in order to process college application materials electronically. In order for your applications to be processed, students must know their username/password provided to you during junior group sessions. We have included a video on the main welcome page of Naviance to assist you in matching your Common App with your Naviance account.

**IMPORTANT:** If you are applying to schools via the Common Application, you should complete the initial registration steps on the Common Application website: [www.commonapp.org](http://www.commonapp.org) prior to adding colleges to Naviance.

Once you have created an account on the Common Application website, you need to complete the following steps in order to match your Family Connection (Naviance account) and Common App accounts:

- 1) Complete the current or most recent school segment of the education section on the Common Application
- 2) Add at least one college to your "My Colleges List"
- 3) Read and sign the FERPA release authorization

Now you are ready to go to the Naviance website: <http://connection.naviance.com/mtgreylock> and enter your user name and password. You should have received this information at our 1<sup>st</sup> session of junior groups last spring. See your counselor if you did not yet register.

- 1) Click on the "Colleges" tab at the top of the page.
- 2) Find the "My Colleges" section and click on "colleges I'm applying to"
- 3) Go to the blue box {COMMON APP ACCOUNT MATCHING }  
Match your account by entering your Common App Email Address and verify your date of birth. Click the "Match" button.
- 4) Once you have matched your Common App account with Naviance, you may input the colleges by clicking on the link {+add colleges to this list}
- 5) Invite your teachers to complete their letters of recommendation electronically via Naviance by clicking on the "My Colleges" tab, then click on "colleges I'm applying to". Scroll down the screen to Teacher Recommendations. Click on add/cancel requests. In the pull down menu, add your teacher from the list by clicking on their name. (Be certain you have asked the teacher personally before taking this step).

### IMPORTANT NOTE:

The Common Application is no longer available in paper form or as a downloadable document for mailing. Students must create a username and share an email address to log on to the Common Application website.

## Colleges visiting Mount Greylock

### To attend a visit, register in Naviance

<u>College</u>	<u>Representative</u>	<u>Date</u>	<u>Time</u>
Elms College	Reba Barrows	Mon September 16, 2019	9:28 AM
St. Lawrence University	Princess Darnell	Mon September 16, 2019	10:16 AM
Worcester State University	Kiel Szivos	Mon September 16, 2019	12:55 PM
Utica College	Katie Maneen	Mon September 16, 2019	1:42 PM
Kenyon College	Noah Gurzenski	Tue September 17, 2019	9:28 AM
Marist College	Julio A. Torres Jr.	Tue September 17, 2019	12:45 PM
Massachusetts College of Liberal Arts	Kolumbia Cook	Wed September 18, 2019	8:28 AM
Brandeis University	Meghan Napier	Wed September 18, 2019	12:55 PM
Bryant University	Daniel Wystepek	Wed September 18, 2019	1:42 PM
Salem State University	Jobita Mao	Thu September 19, 2019	7:40 AM
Marlboro College	Krystal Graybeal	Thu September 19, 2019	9:28 AM
Assumption College	Anastasia Miller	Fri September 20, 2019	7:40 AM
Hobart and William Smith Colleges	Ian Gregory-Davis	Fri September 20, 2019	10:45 AM
Castleton University	Amanda Ley	Fri September 20, 2019	12:55 PM
Bucknell University	Ben Kavanaugh	Mon September 23, 2019	10:16 AM
Skidmore	Matt Cohen	Mon September 23, 2019	1:15 PM
Franklin Pierce University	Steve Hennessey	Tue September 24, 2019	10:16 AM
Dickinson College	Kate Guertin	Tue September 24, 2019	10:45 AM
Bentley University	Jake Mulvey	Wed September 25, 2019	7:40 AM
Williams College	Alexandra DiAddezio	Wed September 25, 2019	9:28 AM
Worcester Polytechnic Institute	Kate Bellaud	Wed September 25, 2019	10:45 AM
Roger Williams University	Zaryah Guyton	Thu September 26, 2019	7:40 AM
University of Chicago	Jack Behre	Fri September 27, 2019	7:40 AM
University of Massachusetts, Amherst	Melissa Sibley	Fri September 27, 2019	8:28 AM
Westfield State University	Aaliyah Mercer	Fri September 27, 2019	9:28 AM
Wheaton College MA	Galicia Rothe	Fri September 27, 2019	12:55 PM
Becker College	Logan Murphy	Mon September 30, 2019	7:40 AM
Suffolk University	Jennifer Finnigan	Mon September 30, 2019	8:28 AM
Curry College	George Garcia	Mon September 30, 2019	9:28 AM
Western New England University	Jana Kmec	Mon September 30, 2019	10:16 AM
Anna Maria College	Peter August	Mon September 30, 2019	1:42 PM
University of Massachusetts Dartmouth	Brittany McCarron	Tue October 1, 2019	7:40 AM
Lasell University	Skylar Beckerman	Tue October 1, 2019	9:28 AM
University of Massachusetts, Boston	Tim Ford	Tue October 1, 2019	12:55 PM
University of New England	Trevor Faulkner	Tue October 1, 2019	1:42 PM
Sarah Lawrence College	Vanessa Pius	Wed October 2, 2019	7:40 AM
Gettysburg College	Alexander Stowe	Wed October 2, 2019	8:28 AM
University of Hartford	Nathan Burrage	Wed October 2, 2019	12:55 PM
University of Vermont	Bridget Baldwin	Wed October 2, 2019	1:42 PM
Emerson College	Michael Brosseau	Fri October 4, 2019	8:28 AM
Fitchburg State University	Scott Fournier	Fri October 4, 2019	10:16 AM
Siena College	Meghan Buckley	Fri October 4, 2019	10:45 AM
American International College	Jason St. Jacques	Mon October 7, 2019	1:42 PM
Endicott College	Chris Lipscomb	Tue October 8, 2019	1:42 PM
Brown University	Bailey DiOrio	Wed October 9, 2019	7:40 AM
Lafayette College	Matthew Hyde	Wed October 9, 2019	8:28 AM
University of Massachusetts, Lowell	Michael Kalenoski	Wed October 9, 2019	10:45 AM
Middlebury College	Samuel Prouty	Thu October 10, 2019	1:42 PM
The New School - All Divisions	Tina Wu	Tue October 15, 2019	8:28 AM

SUNY Oswego	Bob Casper	Wed October 16, 2019	1:42 PM
Wentworth Institute of Technology	Daniel Chadwick	Thu October 17, 2019	12:55 PM
Merrimack College	Lauren Broderick	Thu October 17, 2019	1:42 PM
Connecticut College	Denise Perez Marquez	Tue October 22, 2019	8:28 AM
Babson College	Lindsay Ewing	Wed October 23, 2019	1:42 PM
Bates College	Nathania Francois	Thu October 24, 2019	10:45 AM
Mount Holyoke College	Michelle Barrett	Thu October 24, 2019	12:55 PM
Vassar College	Rachelle Ehrman	Fri October 25, 2019	8:28 AM
Union College (New York)	Katherine DeSieno	Tue October 29, 2019	7:40 AM
Saint Anselm College	Jillian Morrisino	Tue October 29, 2019	8:28 AM
Russell Sage College	Gabrielle Maisonet	Tue October 29, 2019	10:45 AM
Saint Joseph's College-ME	Jennifer Murphy	Fri November 1, 2019	10:45 AM
Mildred Elley (Pittsfield Massachusetts)	Matt	Mon November 4, 2019	10:16 AM
Sacred Heart University	Elizabeth Zaffina	Tue November 5, 2019	10:45 AM
University of New Haven	Daniel Constantinidi	Thu November 7, 2019	12:55 PM
Plymouth State University	Alex Boudreau	Tue November 12, 2019	12:55 PM
University of Maine	Abbey Jordan	Thu November 21, 2019	8:28 AM

# PARENT "BRAG SHEET" FOR COLLEGE RECOMMENDATION

Dear Parent/Guardian:

In the next few months, we will be compiling and summarizing your child's academic and extracurricular experiences in what is typically called the high school report and/or counselor recommendation. In order to assist us in portraying your child in the best possible way, we would like to request your assistance by completing and returning the attached parent "Brag Sheet." We sincerely believe you have an important role in this process and welcome your input. This form can also be found on our website at [www.wlschools.org](http://www.wlschools.org) under MG Resources > Guidance. If you prefer, you may also email your response to us.

Thank you,  
Jess Casalino  
[jcasalino@mgrhs.org](mailto:jcasalino@mgrhs.org)

Beverly Maselli  
[bmaseili@mgrhs.org](mailto:bmaseili@mgrhs.org)

Name of Student: \_\_\_\_\_ Counselor: \_\_\_\_\_

Parent E-mail \_\_\_\_\_

*Please feel free to use a second sheet of paper if your comments do not fit into the space provided.*

1. What do you consider to be your child's outstanding accomplishments during the past three or four years? Why did you select these as most important?
2. In what areas has your child shown the most development and growth during the past three or four years?
3. What do you consider to be their outstanding personality traits?

4. Are there any unusual or personal circumstances that have affected your child's educational or personal experiences?

5. Comment on your child's academic experience and scholastic performance to date. Consider effort, ability, interest, attitude and potential for future growth. What seems to be the optimal learning environment for your son/daughter?

6. Are there any colleges to which you will encourage your child to apply? If so, which ones?

7. What particular concerns do you have about your child going through the college admission process?

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Parent Signature

### **College recommendation letter guidelines:**

1. Think carefully about who you would like to get letters of recommendation from. The best recommendations come from teachers who know you well and who have seen you in settings where you are engaged and growing.
2. At least one month before your first application is due, ask these teachers if they would be willing to write letters for you. These conversations should happen in person. Lining up letter writers by the end of your junior year is a good idea - especially if you will have fall deadlines - but not mandatory.
3. Assuming the teachers say yes, provide answers to the questions listed below for each teacher either digitally via email or by filling out the hard copy of this sheet from the guidance office.
4. Make sure that the people writing your letters of recommendation know when your first deadline will be, and be sure to update them if there are any changes.
5. Fill out the FERPA release for teacher recommendations (yellow half sheets from guidance) once you have a solid list of schools and bring this to your letter writers. If you wind up adding more schools, you must bring them additional yellow sheets.
6. Thank your letter writers. A handwritten note is perfect.
7. Update your letter writers once you hear from colleges and make a decision.

### **Letter of Recommendation Information Sheet**

*Respond to these questions as carefully and with as many specific details as you can.*

\*Describe one or two moments from my class(es) that you are most proud of. Write about the specific assignments/units/essays/projects/concepts that allowed you to grow and challenge yourself as a student. Be specific!

\*What is your greatest strength as a student in this subject area?

\*What was your biggest challenge as a student in this subject area?

\*What do you think is the biggest improvement you've made in this subject area?

\*Is there anything else you would like me to know about your achievements and activities outside of class that relate to this particular subject area?

\*Please share anything you would like me to know and possibly mention in your letter of recommendation regarding your future career goals, academic interests in college, or information that you believe is important to your identity.



# College Prep Info Night

*Set yourself up for success with the college search and application process*

*Join Dr. Joshua Mendel (MCLA, Director of Recruitment and Outreach) and Ann Marie Mutz (Pittsfield High School, School Counselor) for a free event for students and their parents sponsored by Adams Community Bank.*

## WHEN:

Tuesday, October 8<sup>th</sup> @ 7pm

## WHERE:

Norad Mill, 60 Roberts Drive  
North Adams

*Light refreshments will be served*

## LEARN ABOUT:

- ☐ Choosing Where to Apply
- ☐ Important Timelines
- ☐ Application Process
- ☐ Essay Writing
- ☐ Campus Visits

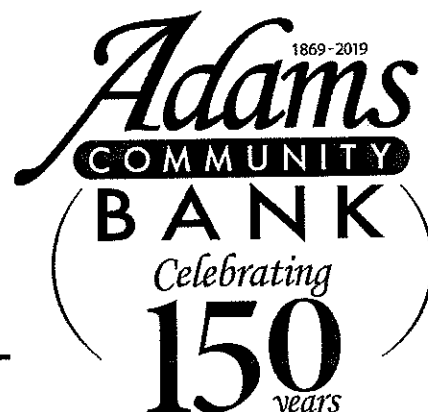
## REGISTRATION:

*Please leave a message for Kyla with number of attendees by **Friday, October 4th** (413) 749-1179 or [kmorrissey@adamscommunity.com](mailto:kmorrissey@adamscommunity.com)*

Member  
**FDIC**



**DIF** DEPOSITORS  
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SINCE 1914



## Need Help on Your College Essay?



The following list of Williams College and community writing coaches are willing to assist MG juniors & seniors with the crafting/revision process. Simply contact them directly, introduce yourself and ask for their help looking over your essay draft.

**Liz Costley** loves dogs, muffins and helping students write their college essays. Her children, Cate and Luke Costley, are Mt. Greylock graduates, and she is a Williams College alum. [lizcostley@gmail.com](mailto:lizcostley@gmail.com)

**Jonathan Igoe** is the Director of Overland and remembers struggling with his college essay. He would be happy to give feedback on yours. Please contact him if you would like some help. [jonathan@overlandsummers.com](mailto:jonathan@overlandsummers.com)

**Kathleen Judge Igoe** has taught English to eighth graders through seniors at the Emma Willard School in Troy, NY, at Roland Park Country School in Baltimore, MD, at Packer Collegiate Institute in Brooklyn, NY, and most recently, at Pine Cobble School. A graduate of Williams College and the Bread Loaf School of English, she is currently tutoring and working at Overland and enjoys helping writers revise their essays. [judgeigoe@gmail.com](mailto:judgeigoe@gmail.com)

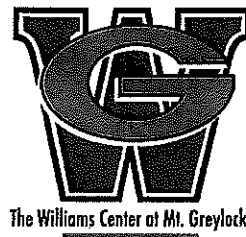
**Phil Smith** worked full-time in admission at Williams for 40 years and read applications for an additional 14 years after retirement. He is happy to meet with any college essay writer and to help him/her in putting together an essay that best describes the values, experiences and qualities that the writer wants the college to understand and appreciate. [Philip.F.Smith@williams.edu](mailto:Philip.F.Smith@williams.edu)

### GUIDELINES:

- Be prepared with an early draft of your personal college essay **before** contacting a college essay coach.
- Feel free to contact one of the volunteers provided on our list by email for feedback and assistance.
- If s/he is unable to assist you, contact another volunteer.
- Once you've found someone to help you, try to keep your email conversation to two or three exchanges and be sure to thank your volunteer.

For more information please contact Kaatje White ([kwhite@williams.edu](mailto:kwhite@williams.edu)) or Jessica Dils ([jessdils@gmail.com](mailto:jessdils@gmail.com))





## **Williams Center Programming**

***Williams students will be available for academic support and extracurriculars the week of September 23rd.***

*There will be no programming during Williams College vacations.*

*Visit <http://web.williams.edu/admin/registrar//calendars/> for the Williams calendar*

### ***ACADEMIC SUPPORT:***

#### **at Mt Greylock**

**Williams Homework Fellows** are available Monday, Tuesday and Thursday afternoons from 2:30 - 4:00 pm to mentor MG students in all academic subjects. While homework help is primarily geared towards students in **grades 7-10**, older students are most welcome. **NO FEE.**

**Contact Marty Walter at [mwalter@mgrhs.org](mailto:mwalter@mgrhs.org) for more information or to sign-up for tutoring.**

#### **at Williams**

Williams students are available to provide **high school students** in grades 9-12 with homework help on **Sunday evenings from 7 - 8:30 pm in Greylock Hall on the Williams campus.** Mt. Greylock students must come with homework/study materials. Emphasis is placed on math and science tutoring. AP and SAT prep also available as needed. **NO FEE.**

**Sign-up in Guidance. Please no drop-ins; space is limited.**

#### **Private tutoring at Williams**

Williams students are available for private tutoring in most subjects including SAT prep. Fee is \$15/hr. paid directly to the Williams tutor. Scheduling is coordinated between MG students and Williams tutors and all sessions must take place in a public spot on the Williams campus.

**Please contact Kaatje White at [kwhite@williams.edu](mailto:kwhite@williams.edu) for a list of recommended tutors.**

## **EXTRACURRICULAR ACTIVITIES LED BY WILLIAMS STUDENTS**

### **Model UN- Sessions begin Sunday, September 15th at Williams.**

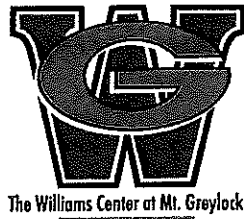
**Model UN** is a Williams student run organization dedicated to fostering collaborative, intellectual engagement amongst students centered around questions about international relations and conflict resolution more broadly. Facilitated by two co-directors, the group members meet regularly to engage in simulations and prepare for Model UN conferences. Students participate on committees that tackle issues ranging from nuclear proliferation to climate change. Our hope is for the program to endow students with reinforced capacities to work amongst their peers while thoughtfully and respectfully competing in preparation for tackling complex, multidimensional issues throughout their lives. **This group meets Sundays from 4-5:30 PM at Williams. For more information contact school advisor, Rebecca Tucker Smith at [rtuckersmith@mgrhs.org](mailto:rtuckersmith@mgrhs.org).**

### **Writing- Sessions begin Thursday, September 26th at Mt Greylock.**

An enthusiastic team of Williams Fellows lead two after-school writing groups on Thursday afternoons. This creative, supportive group provides a consistent time and space for young writers to work on their craft, share their work, and learn from each other. **The middle school group meets from 2:30 - 4:00 pm and the high school group meets from 3:45 - 5:00 pm, with time either before or after each session for homework in the library. Sign up with Liza Barrett in school or contact her at [lbarrett@mgrhs.org](mailto:lbarrett@mgrhs.org).**

### **Private Music Coaching-\$20 per ½ lesson at Williams.**

Williams students offer fee-based private voice and instrumental coaching at Williams. Offerings vary in any given year depending on student availability and scheduling. **If you are interested in lessons please contact Kaatje White at [kwhite@williams](mailto:kwhite@williams) to determine availability. Please note, Williams students are not trained as music teachers, but can serve as wonderful mentors.**



**The Williams Center at Mt. Greylock**  
**Program Director, Kaatje White**  
**Williams Fellows Program Coordinator, Jessica Dils**  
**After-School Homework Help Coordinator, Marty Walter**

**What is it?**

Since 2008, the Williams Center at Mt. Greylock (WC) has engaged college students, professors and resources throughout the Mt. Greylock curriculum and beyond. Williams students support Mt. Greylock students during the school day in writing, foreign languages, math, science, history and academic support. Outside of the classroom, these mentors play the role of special enrichment group leaders and coaches inspiring MG students with ideas and experiences that bring new opportunities to our community.

**How will WC enrich my student's Mt. Greylock experience?**

**Williams Fellows Program**

- **Writing Fellows & Student Support Fellows Program:** Williams students support writing in selected middle and high school English classes through one-on-one dialogue and revision-based editing. Williams students also available during weekly blocks in the new Library Writing Center. Student Support Fellows work in academic support classrooms with high school students who benefit from extra assistance beyond the traditional classroom. **Coordinator: Jessica Dils**
- **Other Classroom Fellows:** Williams students also assist from time to time in other academic classrooms. These are often upperclass students who have an express desire to teach after Williams and are looking for mentoring and hands-on experience. Students also serve their practicum at MG if they are taking classes through the Williams Program in Teaching. This year we will pilot a weekly AP Spanish conversation lunch table with Williams Spanish speakers.
- **After-school Homework Help@MG:**  
Free after-school homework help is available for students in grades 7-9. Williams Fellows work one-on-one or in small subject groups with students on homework and study skills. This program is offered on Monday, Tuesday and Thursday afternoons from 2:30 - 4:00 pm.  
**Coordinator: Marty Walter**

**Co-Curriculars and Additional Academic Support**

Williams Fellows offer their expertise by leading these special groups to engage MG students in learning beyond the classroom on a weekly basis. These opportunities are free of charge unless noted. Organizing and sustaining these groups is dependent on scheduling and student interest each year. 2019 - '20 groups include:

- **Free high school Sunday evening tutoring** - Williams Fellows run weekly one-on-one or small group sessions with Mt. Greylock students on the Williams campus for subject-specific assistance. A student can sign up with his or her guidance counselor for this program.
- **Fee-based private tutoring options** - WC maintains a list of private Williams undergraduate tutors. The current rate for private tutoring is \$20/hr. Tutoring sessions must take place in a public place on the Williams campus. Payment and scheduling are arranged independently between families and tutors.
- **College essay coaching** - Williams students join experienced community members to provide free, one-on-one online feedback to Mt. Greylock seniors on their personal college essays. **Contact guidance or Jessica Dils for more information about this service.**
- **Ephs Out Loud** - Williams music students offer weekly fee-based instrumental and voice lessons to beginning and intermediate MG students. Lessons take place on Sunday afternoons at Williams. ***Specific instrumental lessons are dependent on the availability of Williams instructors each year.*** The current rate for private music lessons is \$20 per ½ hr. lesson.
- **Middle and High School After-School Writing** - Williams students lead MG students in mentor/peer-supported writing activities and projects. 2019 day of week schedule TBA. **Advisor: Liza Barrett**
- **Model United Nation (MUN)** - Williams students lead a group of middle and high school students in this program. The group meets on Sunday afternoons at Williams. **Advisor: Rebecca Tucker-Smith and Hilary Greene.**

## Field Studies and Special Academic Programs

The Williams Center supports many “field studies”—one-day and short-format activities at Mt. Greylock, at Williams, and beyond. Highlights include:

- Workshops held in collaboration with the **'62 Center** - wherein internationally acclaimed guest performers visit the school as part of their residencies at the college, and students attend Center Series events free of charge.
- **ScienceBlast** - A morning of out-of-the box, hands-on science workshops at Williams for all 10<sup>th</sup> grade students in May. Workshops are led by Williams science and math faculty.
- **GreylockTalks** - A monthly speaker series run by MG student leaders in collaboration with the Williams Center and WilliNet wherein professors and community members present short talks on current topics ranging from science to politics to art.
- **StoryTime @ MG** - A quarterly collaboration between the Williams Center, the Williams StoryBoard, Willinet and the MG middle school wherein Williams students present diverse personal stories from their own unique life experiences and challenges.
- **Topics in Science** - Members of the Williams science department visit middle and high school science classes for presentations and lab experiences.
- **Language and Cultural Exchange** - Native Spanish speakers from Williams visit Spanish classes to practice conversation and to share aspects of their culture with MG students.
- **Community Building** - Williams student social entrepreneurs meet monthly during the year with ninth-grade students and the MG Peer Team to help strengthen the MG community by helping students design innovative solutions to social challenges within the school.

Please contact [Kaatje White](mailto:kwhite@williams.edu) [kwhite@williams.edu](mailto:kwhite@williams.edu) or [Jessica Dils](mailto:jessdils@gmail.com) [jessdils@gmail.com](mailto:jessdils@gmail.com) for more specific information, to share ideas or questions. **All WC programming will begin the week of September 23rd unless otherwise announced. Look for WC happenings and specific fall schedules in your weekly MG Update and on the school website.**

*Enjoy a wonderful start to the new school year!*

## FERPA & YOUR APPLICATION

### WHAT IS FERPA?

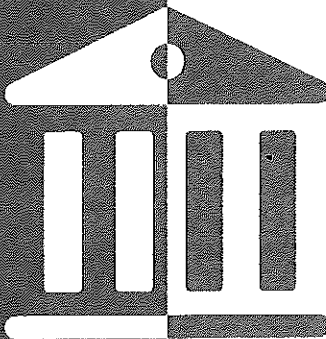
FERPA stands for the Family Educational Rights and Privacy Act. It's an expansive law that protects the privacy of your education records.

### WHAT IS AN EDUCATION RECORD?

Grades, transcripts, test scores, discipline history - just about anything related to your attendance and performance in school.

### HOW DOES FERPA RELATE TO A COLLEGE APPLICATION?

Schools need permission to send your transcript and other records to a college admission office. The FERPA Release Authorization in the Common App gives you an easy way to grant this permission.



### HOW DOES FERPA RELATE TO LETTERS OF RECOMMENDATION?

Letters of recommendation are generally considered confidential, but they can also be considered part of your education record. Since FERPA gives you the right to review your education record after you enroll in college, it might be possible for you to read your recommendations under certain circumstances, if the college you attend saves those letters.

### WHY AM I ASKED WHETHER OR NOT I WANT TO WAIVE MY RIGHT TO SEE LETTERS OF RECOMMENDATION?

Waiving your right lets colleges know that you do not intend to read your recommendations in the future, which helps reassure colleges that the letters are candid and truthful. In addition, some recommenders may refuse to write a letter for you unless you waive your right, so make sure you check with your counselor or teachers to see if any of them follow such a policy.

### WHAT IF I HAVE MORE QUESTIONS?

Talk to your counselor, another school official, or your parent/legal guardian. You can also visit the U.S. Department of Education Family Policy Compliance Office at: [studentprivacy.ed.gov](http://studentprivacy.ed.gov).

Watch our video  
**"Completing the FERPA  
Release Authorization"**  
for more info!

[youtube.com/commonappmedia](https://youtube.com/commonappmedia)



# MOUNT GREYLOCK GUIDANCE DEPARTMENT

## *College Fair at Berkshire Community College*

**Wednesday, October 2, 2019**

Bus transportation is available to Berkshire Community College to attend the College Fair on Wednesday, October 2, 2019. Plans call for the bus to leave at approximately 9:00 a.m. and return to Mount Greylock by approximately 11:00 a.m.. **A \$6.00 transportation fee and permission form should be submitted by Monday, September 30th, to the guidance office.** No students will be permitted to drive to the college fair during the school day. Spots fill up quick and this is on a first come, first serve basis.

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### COLLEGE FAIR PERMISSION SLIP

\_\_\_\_\_ has permission to attend the BCC College Fair field trip on Wednesday, October 2, 2019 from 9:00am to 11:00am.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Emergency Contact

\_\_\_\_\_  
Phone Number

*JUNIORS AND SENIORS*



## COLLEGE APPLICATION PROCEDURES

Follow these procedures for all college and post-graduate school applications. It's YOUR responsibility to meet all deadlines and requirements. The term "application deadline" almost always means "received by," NOT "postmarked by." Carefully read and follow the directions for each college application. Use Naviance to document all colleges you are applying to.

### **REQUIRED FORMS**

All colleges require the following:

#### **From the Student:**

- application form
- application fee paid by check or credit card
- teacher recommendation (1 or more)
- if required, an official report of test scores sent by either College Board or ACT to the requested school

#### **From the Guidance Office:**

- official copy of high school transcript
- counselor recommendation
- MCAS for MA state schools
- AP scores if requested

### **YOUR APPLICATION IS A REFLECTION OF YOU**

- follow directions
- print final draft of common app to review/keep for your records
- no paperwork should be completed in pencil
- spell correctly and proofread carefully
- answer every question
- meet all deadlines!

### **YOUR ESSAY**

Most applications have an essay question. A good essay can be the determining factor in your college acceptance. Treat the college essay as you would an important critical analysis paper for English: do an outline, several drafts, and a final version. Get help from your English teacher and/or take advantage of assistance offered by Williams College writing coaches. Good essays take time so begin well ahead of your application deadline.

**FOLLOW THESE STEPS TO COMPLETE YOUR APPLICATIONS. THE STUDENT (rather than a parent) SHOULD COMPLETE ALL STEPS.**

- 1) If using the Common App, create an account at [www.commonapp.org](http://www.commonapp.org).
- 2) Schedule a meeting with your counselor at least **three weeks** before your earliest application deadline. Be sure your counselor has your completed STUDENT DATA SHEET and PARENT BRAG SHEET before you schedule a meeting. You'll discuss your college plans, academic and extracurricular interests, and your questions. **Your counselor cannot send your transcript or write your college recommendation until you've had this conference.**
- 3) Most students will be applying to colleges online. To begin this process students will need to go onto the Naviance website: <http://connection.naviance.com/mtgreylock> to update their information. For those students using the common application be sure to link your application with Naviance by completing the FERPA Agreement electronically. Please see the attached Naviance – How-To-Fact sheet to help you with this process.
- 4) **Do not submit a pink sheet until after you have met with your counselor.**



- 5) Using the “pink sheet,” make a written request to your counselor for the submission of your high school transcript and counselor recommendation. The Guidance Office must receive your request at least three weeks before the application deadline. If the application deadline is January 1 through 15, Guidance must receive your request no later than December 2. Attach the *School Report Form* or *Counselor Report Form* with your “pink sheet” if online submission is not available.
- 6) Arrange for teacher recommendations.
  - Ask teachers for recommendations as soon as possible upon your return in September and no later than three weeks before the application deadline (by November 24 if you have a January 1 through 15 deadline). Teacher recommendations are extremely important to the success of your application. Some teachers write many of these time-consuming recommendations, so be considerate of their needs. The Teacher Recommendation Report Form provides specific information to assist teachers in writing a relevant recommendation. We strongly encourage you to use it!
  - Colleges may limit or restrict teacher recommendations. Please consult your counselor prior to inviting your teachers on Naviance.
  - Most teachers use Naviance to send their letters directly to colleges. Invite your teacher on Naviance giving your teacher permission to do so.
  - If your teacher is mailing your recommendation give the teacher the teacher report form (if there is one) and a *stamped, addressed envelope* for each recommendation. The return address should be: Mount Greylock not your personal address.
- 7) The guidance office submits counselor recommendations and official transcripts. You are responsible for coordinating and sending all other correspondence. In rare circumstances where your college requires everything in one complete packet, see your counselor!

**REQUESTS FOR TRANSCRIPTS AND TEACHER RECOMMENDATIONS CAN BE MADE AS SOON AS YOU KNOW YOU ARE APPLYING TO A COLLEGE. DON'T WAIT UNTIL YOU'VE FINISHED WRITING YOUR APPLICATION FORM TO MAKE TRANSCRIPT REQUESTS.**

- 8) Test Scores.
  - For those schools that require OFFICIAL (versus a copy of) test scores, have College Board in Princeton, NJ send an official report of your SAT scores directly to each college. You can request a score report on your SAT Registration Form, by sending College Board an Additional Report Request Form (available in Guidance), online at [www.collegeboard.com](http://www.collegeboard.com), or by calling 1-800-SATSCOR. Score reports take up to five weeks to reach your colleges. Read the SAT Registration Bulletin for more information about reporting scores to colleges.
  - Follow a similar process for ACT scores at [www.actstudent.org](http://www.actstudent.org).
  - You may also ask the guidance office to send AP scores via the pink sheet. Please designate all or specific subjects that you want to release.
- 9) Consider submitting optional material such as extra recommendations, a piece of art work, your best *Echo* article, a video of your dance recital, etc. Don't submit a lot of “stuff” that will not be helpful to the Admissions Committee. Send only material that truly distinguishes you from other candidates and provides important information not available in other parts of your application.
- 10) If you are an athlete, work closely with your coach(es). Let your coach know where you're applying – ask for her/his advice. Your coach may know of college programs in your sport that would be particularly appropriate for you. Discuss the possibility of your high school coach calling or writing college coaches and/or submitting tapes of your play. If you are planning to attend a Div. I or Div. II college, you must also become eligible for NCAA play by filling out forms available in the Guidance Office or online at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net).
- 11) As you begin hearing back from colleges, let your counselor know whether or not you've been accepted and where you plan to attend.



# COLLEGE REP VISIT

## Permission Form

All students need permission from their teacher to attend a college visit during class time.

I, \_\_\_\_\_, understand that I am responsible for missed class work while I attend a college visit in Guidance.

Name of College: \_\_\_\_\_ Class to be missed: \_\_\_\_\_

Signed up in Naviance : \_\_\_\_\_ Day and Block : \_\_\_\_\_

Teacher signature: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

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