



College and Career Planning Guide

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Introduction to Post-High School Planning

Mission and Vision

The mission of the *Divine Child High School* Counseling Department is to promote and enhance student success through leadership, guidance, counseling, advocacy, and collaboration with parents, teachers, administrators and community partners. Markers of student success include academic achievement, positive behavior, strong character, career/college readiness, and resilience.

Every student will acquire the academic, career, and personal/social skills to reach their fullest educational potential and successfully manage their lives as healthy, responsible, competent and productive citizens who respect themselves and others.

Counselor Role

Counselors work with students in all grade levels to help navigate the high school years by providing advising and counseling for academic achievement, career development and social/emotional well-being. The College & Career Counselor works with students in all grade levels to provide career and college counseling, as well as academic advising for college selection. The college counselor provides resources on careers, college exploration and selection, major/program selection, financial aid, and scholarships.

Career awareness and exploration activities begin with freshman and sophomores in the classroom. Individual meetings are scheduled with juniors and seniors to discuss and organize a plan for post-high school education. Our goal is to help students become more self-aware and knowledgeable about what they seek in college, career, and life after high school.

We often talk about “fit” when discussing college and career options. When students have some level of self-awareness and can clarify why they want to attend college, they can make better informed decisions that meet their particular goals and needs. We encourage students to choose a college that’s a good “fit” for them, not because of its perceived rank or notoriety.

Although it’s helpful to have some idea and direction, especially with the rising cost of college, it’s not necessary to know exactly what you want to do for the rest of your life before you apply to and enter college. Life experiences in high school and college will help you discover your calling. Through self-awareness activities, career exploration, goal setting, course selection, and individual meetings, we hope to give students and parents the information they need to make well-informed college and career decisions.

How to Use This Guide

This guide outlines the tasks, activities, events, and resources that will help students and families navigate the process of preparing for and selecting a career and college. It contains

resources and information needed to make informed decisions about post-high school options. We recommend students and families read through the entire guide and use it as a reference throughout the high school years.

What Colleges Look For

When colleges review student applications and transcripts for admission, they look closely at the student's cumulative grade point average (GPA), grades in college preparatory courses, as well as the strength and rigor of the student's schedule. Junior year is often described as the most important year of high school because it's the most recent snapshot of the student's academic performance. But, every year is important in the process, including senior year. Colleges will see courses and semester grades from 9th-11th grade when the student applies, and the student's final transcript with semester grades from 9th-12th grades.

Many colleges also consider standardized test scores from ACT and/or SAT, essays or personal statements, extracurricular and volunteer activities, teacher letters of recommendation, counselor letter of recommendation, interviews, special talents/awards, and personal characteristics. The student's commitment to long-term, focused involvement in a few interest areas is preferable to a long list of short-term participation.

As a general rule, college bound students should take as many college preparatory courses in mathematics, science, English, social studies, and world language as they can successfully handle. Honors and Advanced Placement courses are recommended for those who plan to apply to selective and highly-selective colleges and universities. Additionally, students should select elective courses that allow them to explore possible careers of interest and develop their skills and talents.

Post-High School Education and Training Options

Four-Year Colleges & Universities

Four-year universities represent the largest group of post-high school institutions. Four-year universities have specific requirements in general education and the program of study/major. Students who attend four-year colleges and universities and complete general education and program requirements will earn a bachelor's degree. Students may continue their education in graduate school or professional school after graduating from a four-year university.

Two-Year Colleges/Community Colleges

Over 1,600 two-year college programs are available in the United States. Students may choose to attend a two-year college for a variety of reasons:

- Take college courses to save money and then transfer to a four-year university.
- Improve skills through remediation to prepare for college level courses.
- Earn an Associates Degree that leads directly to employment opportunities.
- Complete a certificate program in a specific field that does not require a college degree.

Military Services

The four branches of the military are Air Force, Army, Navy, and Marines. There are also opportunities in the Coast Guard, National Guard, Merchant Marines, and the Reserves. ROTC programs are available for students who want to attend college before entering the military. The military offers qualified applicants a good salary, benefits, and free job training.

Air Force - www.airforce.com

Army - www.army.mil

Coast Guard - www.uscg.mil

Marines - www.usmc.mil

Navy - www.navy.mil

Vocational and Technical Schools

Vocational and technical schools offer training in areas such as broadcasting, cosmetology, computer programming, court reporting, mechanics, medical fields, skilled trades, and other fields. These programs often have on-the-job apprenticeship training. You can find a more information and a list of accredited schools by state and/or program at

<https://mitalent.org/skilled-trades> and www.rwm.org/rwm

Post-High School Planning By Grade Level

Freshman Year

College and career planning at DCHS begins in the ninth grade through experiences and exposure to information about post-high school options and requirements. However, the main tasks of freshman year are focusing on coursework, developing good study skills, and learning time management. Students are encouraged to get involved in one or two extracurricular activities (clubs, organizations, athletics, volunteer work, etc.) that interest them. Students should keep track of their activities in Naviance in the “About Me” tab; include school-based and community-based activities. This will be very useful when it is time to complete college applications.

Freshman Year Checklist

First Semester

- Students meet with your school counselor and learn about DCHS graduation requirements. **See Appendix C** for the DCHS Graduation Requirements.
- Parents attend Freshman Parent Night.
- Refine study skills and time management strategies.
- Get involved! Join extracurricular activities, clubs, and teams.
- Start your student activities résumé in Naviance.
- Take the PSAT 8/9 in October at DC.

Second Semester

- Meet with your school counselor to select sophomore year classes and review the results of the PSAT 8/9.
- Continue your involvement in extracurricular activities.
- Update résumé on Naviance to include all your freshman year extracurricular activities, volunteering, honors, awards, leadership, and work experiences.
- Volunteer or learn a new hobby during your summer break.
- Explore careers using Naviance Career Cluster Finder.

See Appendix A for information about Naviance - the college and career software program used at DCHS - and how to access your account.

Sophomore Year

During sophomore year, students build on the activities and skills learned in freshman year and adjust course if necessary. Standardized testing (PSAT and AP), career exploration, and the course selection process help sophomores think more about who they are and what they want to do. Academically, sophomore year becomes more difficult with the addition of a social studies core class. It is important to keep up good study habits and time management skills, maintain or improve your GPA, and participate in extracurricular activities. Students may begin to explore college options by attending college fairs in the local area and visiting college campuses. Make an appointment with the college counselor to start planning. Also, students will take the PSAT this year as well as any appropriate Advanced Placement (AP) tests.

Sophomore Year Checklist

First Semester

- Meet with your school counselor to review your academic goals.
- Implement any advice shared with you by your counselor.
- Take the PSAT in October at DC.
- Participate in extracurricular activities.

Second Semester

- Meet with your school counselor to review PSAT results and select junior year classes.
- Add electives to your schedule that allow you to explore career options that interest you.
- Get more involved in extracurricular activities, if you can.
- Update resume on Naviance to include extracurricular activities, volunteering, honors, awards, leadership, and work experiences.
- Meet with the College & Career Counselor to discuss your postsecondary goals.
- Research possible career options.
- Use the Career Interest Profiler in Naviance.
- See the Career Development and Planning resources on page 13-15.
- Start your college search. Attend college fairs and visit college campuses.

See Appendix B for College Search Resources.

Junior Year

During junior year, students identify colleges and/or other post-high school career options and evaluate their college readiness. Juniors take the PSAT/NMSQT in October. Most will also take the ACT and/or SAT in the spring/summer of junior year. Scores from either test are accepted by colleges when determining admission. Some colleges are test-optional. Go to fairtest.org to see this list and discuss testing with your school counselor or the college counselor. Students should explore possible leadership opportunities in their extracurricular activities and teams. Students can apply to the National Honor Society this year. Students should sign-up for an Individual Junior Planning Meeting with the College and Career Counselor before May of their junior year.

Junior Year Checklist

First Semester

- Meet with your school counselor to review your sophomore year grades and verify that you are on track to graduate.
- Maintain good grades. Junior year grades are especially important. Colleges review all semester grades on your transcript from 9th - 11th grade when you apply. They also consider the rigor of curriculum and grade trend. An upward trend is beneficial.
- Research colleges. Use SCOIR and other online resources including College Board Big Future, Petersons.com, and CollegeResults.org. Look at college websites and brochures. Go to College Fairs (DCHS will host a College Fair in March.)
- Attend college representative visits at DC. (Sign up in Naviance)
- Compare colleges and universities you are considering and develop a list of colleges that meet your interests, needs, and goals. Use your SCOIR account and other resources to compare information about academics, financial aid, campus life, and other features that are important for you to have in your college experience.
- Take the PSAT/NMSQT in October.
- Continue participation in extracurricular activities and service opportunities. (Record these in your Naviance résumé)
- Sign up for an individual Junior Planning Meeting with the College and Career Counselor. Meetings are scheduled starting in November and continue through April.
- Search for potential scholarships from private organizations using free online search services such as findaid.com and scholarships.org. (Set-up a new email account specifically for scholarship searches because search engines can generate a lot of spam.) Many scholarship applications must be completed starting early in your senior year.

Second Semester

- Meet with your school counselor to review your PSAT/NMSQT scores and plan your senior year schedule. Choose at least four academic courses per semester. Continuing with English, math, science, social studies, and world language greatly enhances your opportunity for academic success in college.

- ❑ Register to take the SAT and/or ACT. Taking the ACT or SAT exam between February and June allows time for retakes if you aren't satisfied with your initial score. The writing/essay assessment is required by some colleges, so keep your options open and take it at least once. Use the Free Score Report option to send your scores to up to 4 colleges and universities for free.
- ❑ Visit colleges and universities that interest you, if possible. It's difficult to judge the "feel" of an institution unless you get on campus. Our February and Easter breaks are good times to visit when university classes are in session. Arrange with the Admissions Office to attend an Information Session, go on the campus tour, eat in the dining hall, and sit in on a college class if possible.
- ❑ Narrow down your college list to the top 7 schools and review their application requirements, by the end of junior year.
- ❑ Brainstorm ideas for any required essays over the summer.
- ❑ Think about a teacher to write a letter of recommendation for you, if required. Typically, this is an academic teacher unless you're applying to an art or music program.
- ❑ Ask the teacher in person, not by email, before the end of this school year.
- ❑ Parents attend Financial Aid Night for Juniors in the spring. Have a family discussion about finances and commitments.
- ❑ Register with the NCAA Eligibility Center if interested in pursuing athletics in Division I or II, www.eligibilitycenter.org
- ❑ Register with the NAIA Eligibility Center if interested in pursuing athletics at a NAIA conference school. www.playnaia.org
- ❑ Take AP exams in May, if applicable.
- ❑ Update student activities résumé in Naviance.
- ❑ In the summer, start working on your college essays. www.campusexplorer.com.
- ❑ Watch the tutorial for Common Application First-Year Applicants at <https://www.commonapp.org/apply/first-time-students>. The personal essay prompts are reviewed in the tutorial.

Senior Year

Senior year completes the college and career planning process in high school. Beginning in September, students apply to college, determine financial aid needs, and apply for scholarships. Students should continue attending college rep visits at DC, going to college fairs, and visiting college campuses. If not attending a 2-year or 4-year college, it is time to determine your post-high school options and identify the requirements necessary to pursue a selected career. Students can retake the ACT or SAT if their scores are not to the level they want. Students should meet with the College and Career Counselor before the end of Quarter 1.

Senior Year Checklist

Fall (September-November)

- Parents attend Senior Parent Night.
- Students meet with your counselor to be sure you are on track to graduate.
- Students attend the senior meeting about the college application process and finalize your college list.
- Attend the special Common Application meeting if you are applying to a school that uses the Common Application.
- Visit your prospective colleges to get a feel for each campus.
- Consider the timing of your application and meet deadlines for Early Action, Early Decision, or Regular Decision. (See the description of these options in the Vocabulary Appendix.)
- Write your college application essays. (See Writing Your College Essay in the Appendix)
- Register for ACT and/or SAT if you need to retest.
- Fill out and complete your college applications online before the deadlines. (Typically, apply to at least one by Halloween)
- Request your transcript in Naviance to be sent to each college where you applied.
- Request letters of recommendation from teachers in person and in Naviance.
- Visit www.fsaaid.ed.gov to obtain a FSA ID for yourself and a parent. You will need these when completing the FAFSA. (See Financial Aid section for more information on the FAFSA.)
- Complete your FAFSA online to determine your eligibility for financial assistance for college. (You can fill out the FAFSA beginning October 1.)
- Check your student portal for each college where you applied to ensure they received the required materials.
- Explore your prospective schools' financial requirements to plan your college budget.
- Send thank you notes to anyone who wrote you a letter of recommendation.

Winter (December-February)

- End of semester one - tell your school counselor where you need a mid-year (7th semester) transcripts sent, if requested by any college. NOTE: All Common Application schools require 7th semester transcripts if you were accepted or deferred.

- Continue your scholarship search and apply. (Read email for announcements, check in Naviance, and look at the bulletin board in the middle hallway for scholarship postings.)
- Give ALL scholarship offer letters to the College & Career Counselor to be included in the Commencement Program, even if you are not accepting the offer.

Spring (March-May)

- Once you have received responses from all your colleges, make your final decision (by May 1).
- Verify your financial aid before making any college decisions.
- Complete the Senior Survey emailed to you by the counseling department to indicate your college and career plans, and any scholarship offers you received.
- Continue to give all scholarship offer letters to the college counselor by May 1, to verify for the Commencement Program
- Request your final transcript in Naviance to be sent to your college choice. It will be sent when all final semester grades are posted.
- Apply for student housing if you plan to live on campus.
- Set up your orientation date at the college you selected.
- Prepare for your AP exams and complete your AP tests in May.
- Graduate!

Career Development and Planning Resources

"To laugh often and much; to win the respect of intelligent people and the affection of children...to leave the world a better place...to know even one life has breathed easier because you have lived. This is to have succeeded."

- Ralph Waldo Emerson

Career Development is for a life-time:

- Develop an active approach to your career future.
 - Conduct a self-assessment of your interests, skills, values, needs and personality. This will be the foundation for you to identify conditions and opportunities that will satisfy you. Reevaluate when necessary.
 - Arm yourself with reliable career information. The more you know the more secure you will be.
 - Learn good job-search skills. Build a network of contacts and prepare yourself for changes.
-

Career Planning Websites

"Whatever you are, be a good one." - Abraham Lincoln

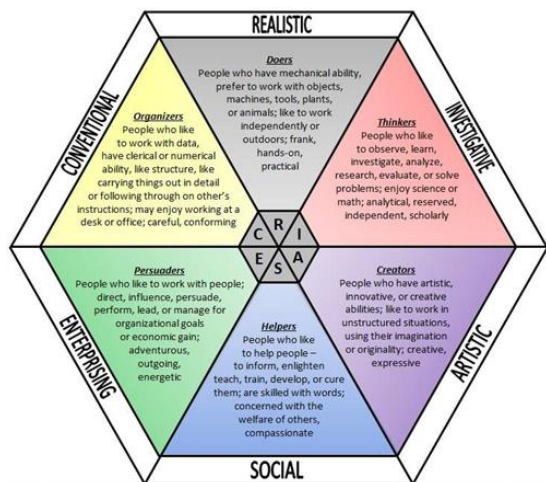
CA Career Zone - <https://www.cacareerzone.org/>

Based on Holland's Theory of Career Development, and provided by the Californian Dept of Education, this website allows students to do a FREE self-assessment, explore occupations, connect to possible college majors, and compare colleges and careers. The data is supported by O*NET, the U.S. Dept of Labor occupational information website.

Career Coach - <https://www.schoolcraft.edu/careerservices>

Career Coach is a FREE online career assessment & research tool that can be used to explore, prepare for and find the right career. Also based on Holland's Theory of Career Development (see diagram below), this assessment identifies interests and matches those interests to potential career areas. Using that information and a simple keyword search, users can learn about the employment prospects for a variety of careers, wage information and current job postings in the southeast Michigan area. This resource is used by many colleges and provided for free by Schoolcraft College to everyone.

Holland's Codes based on Holland's Theory of Career Development -



What Can I Do With This Major? -

<https://careernetwork.msu.edu/resources/what-can-i-do-with-this-major/>

Are you undecided about a major? Are you considering a major, but wondering what career opportunities it presents? This site will help to answer many of your questions and give you strategies to be a top candidate in your field. Used by many colleges and universities, this site is usually restricted to current students only. MSU kindly opens it for all to access.

Road Map 2 Opportunity - <https://roadmap2opportunity.org>

Michigan has many high-demand, high-wage jobs available that require a certificate or an associate degree to get started! These fields offer entry level and ongoing educational opportunities that could increase your potential for professional growth, promotion, and higher wages over time as well as lead to a meaningful career. Check out these hot jobs.

Education Planner - <http://www.educationplanner.org/index.html>

A tool to help explore life after high school, including careers, colleges, financial aid and majors.

Mapping Your Future - <http://mappingyourfuture.org/PlanYourCareer/>

Look here for help planning a career, selecting and paying for school. Mapping is provided through agencies associated with the Federal Family Education Loan Program (FFELP).

Big Future - <https://bigfuture.collegeboard.org/majors-careers>

Explore careers and college majors on this free online resource provided by the College Board.

Jung Typology Test - <http://www.humanmetrics.com/cgi-win/jtypes2.asp>

Based on Jung and Myers-Briggs theories of personality, this test will help you to identify your personality type and understand differences in people. The information can also be used to select activities and careers that are popular with your type.

Apprenticeships - <https://www.mitalent.org/apprenticeships>

An apprenticeship is a combination of on-the-job training with a mentor currently working in the field and classroom learning. Apprentices are paid during their training and typically earn a certification or credential at the completion of their apprenticeship program.

O*NET - <https://www.onetonline.org/>

O*NET OnLine is the nation's primary source for occupation information including job descriptions, education and skills required, job outlook and wages. A free career assessment associated with O*NET is available at <https://www.mynextmove.org/explore/ip>.

Occupational Outlook Handbook - <https://www.bls.gov/ooh/>

The U.S. Bureau of Labor and Statistics website for career and occupational information.

Pure Michigan Talent Connect - <https://www.mitalent.org/career-explorer>

The State of Michigan website for career exploration, awareness, and job opportunities includes information on the [Hot Jobs in Michigan](#), job growth, skilled trades programs, and more.

Recruiter - <https://www.recruiter.com/careers/>

Explore careers and occupations on this website established by employment recruiters. Career and occupational information, including wages, job outlook, etc, are based on the [Occupational Outlook Handbook](#) that is updated by the U.S. Bureau of Labor and Statistics every two years.

America's Career Information Network - www.careeronestop.org/Toolkit/ACINet.aspx

Excellent resource for career information and decision-making. Includes national and state labor market data, industry info and occupation profiles.

Council for Interior Design - <https://www.accredit-id.org/accredited-programs/>

Offers information on schools in the US and Canada with accredited programs. CID-accredited programs prepare students to meet the professional standards of the industry.

Military Service -

Several websites are available to learn more about careers in the Military, Enlistment, ROTC, Officer Candidate School, and more.

<https://www.todaysmilitary.com/>

<https://www.careersinthemilitary.com>

Navy - <https://www.navy.com/careers>

Army - <https://www.goarmy.com/>

Marines - <https://www.marines.com/being-a-marine/roles-in-the-corps.html>

Air Force - <https://www.airforce.com/careers/>

Coast Guard - <https://www.uscg.mil>

Military Careers - Occupational Outlook Handbook -

<https://www.bls.gov/ooh/military/military-careers.htm>

Cosmetology, Skin Care and Nail Technology: Beauty Changes Lives - beautychangeslives.org
and Find a Beauty School by State - www.beautyschoolsdirectory.com

Try Engineering - <http://www.tryengineering.org/>

What does it take to become an engineer?

Michigan State University IAT Certificate Programs-

https://www.canr.msu.edu/iat/certificate_programs/

The Institute of Agricultural Technology (IAT) offers innovative, educational programs that develop career-ready graduates through intensive, practical learning and skill enhancement in animal sciences and plant science including sports/commercial turf management, landscape management, turfgrass/golf course management, viticulture (grapes industry), and electrical technology. All programs can be completed in two years through MSU and include a required professional internship experience.

Professional Association Websites:

Animal Science - <https://www.asas.org/>

Architecture - <https://www.acsa-arch.org/>

Dental - <https://www.ada.org/en/education-careers>

Engineering - <https://www.nspe.org/>

Game Design - <https://igda.org/>

Interior Design - <https://www.accredit-id.org/accredited-programs>

Law - <https://www.americanbar.org/>

Medicine - <https://students-residents.aamc.org/>

Nursing - <https://nursingcas.org/>

Pharmacy - <https://www.aacp.org/resources/student-center>

The College Search Process

When researching and selecting a college, it is important to think about “fit”. Fit means that the college meets your academic and career goals as well as social, spiritual, physical, and financial needs.. You will be spending the next four years (more or less) at this college. Make sure it is the right one for you!



When looking at prospective colleges, think about the key qualities and opportunities that are provided for growth and development. Do these qualities match what you want? What qualities matter the most to you?

Questions to ask yourself before you begin the college search process:

- What are your academic interests, values, and goals?
- Will you stay in Michigan or go out-of-state?
- Will you live at home or on-campus?
- Do you prefer a large university or a small college environment?
- Do you prefer an urban, suburban or rural location?
- Are weather/climate conditions important?
- Do you need small classes or are you okay with large class settings?
- Where will you learn best and do your best work?
- Do you need additional support services?
- Are varsity athletics or intramural programs important to you?
- What type of campus life experience do you want?
- Is a strong Greek Life or other organization important?

- What about financial issues?

Creating your list of Colleges:

When you are creating your list of colleges where will apply, consider having colleges that are in these categories:

- ❖ **Safety School/Highly likely to be admitted** – Student’s GPA and test scores are at or above the average of recently admitted students at this college. The student will be able to afford it or will receive scholarship offers that make it affordable.
- ❖ **Target School/Likely to be admitted** - Student’s GPA and ACT/SAT scores meet the average for admission here.
- ❖ **Reach School** –Student’s GPA and ACT/SAT are farther away from the college’s average, OR the college admits less than 20% of its applicants. (This means that all Ivy League and other highly-selective universities are “Reach Schools” for everyone.)

Tips:

- **Make a list of at least 6-8 schools that interest you.** Some can be Target and Reach schools. Be sure you have a few Safety schools on the list too.
- **Use college guidebooks or consult the college counselor for recommendations.** Guide books describe colleges and what they have to offer. These will help you find colleges that meet your requirements and are a good fit for you. Ranking books and magazines claim to know which are the “best” colleges, but these might not be the “best” places for you. For this reason, don’t use college ranking books or magazines such as the U.S. News & World Report rankings.
- **Do not leave a school off of your prospective college list because of the stated tuition cost.** Many colleges offer scholarships and other financial aid to try to make it affordable for you to attend. If the college has the qualities that make it a good fit for you, put it on your list and go through the financial aid process. Be sure to apply in time to meet priority deadlines to be eligible for scholarships.

See Appendix B for a list of College Search Online Resources.

Making the Most of Campus Visits and College Fairs

College Campus Visits

1. **Decide where and when you will visit.** Find out what colleges are nearby and plan a visit. You can visit with your family or a friend. A family trip allows you to involve your parents in the process.
2. **Prepare for your visit.** Before you set out, get a map of the college campus (the college's website usually has one) and pick out places of interest. Call the college's admission office to arrange your visit, attend an Information Session, and schedule a guided tour of the campus.
3. **Take your own tour.** Just wandering around the campus on your own or with friends can be a fun way to get a feel for what the college is like.
4. **Explore college facilities.** Eat in a residence hall cafeteria. Or, ask a current student where the best places to eat are; pick one and have lunch. Visit the library. Check out the gym or the theater. Ask an admissions officer if you can tour a dorm and a classroom. Find the spots on campus where students gather; hang out there and get a feel for the character of the college.
5. **Make connections.** Talk to current students. Ask the students at the next table or sitting on a nearby bench what they like best about the college or what they like best about being in college in general.
6. **Make notes.** During your visit, write down some notes and take pictures of your experience. What did you see that excited you? Do you feel you could explore the library for days? Can you picture yourself on stage in the theater? Do you want to get a closer look at the equipment in a lab? Are there aspects of the college that you don't like? If so, what are they?

Campus Visit vs. Open House. Campus visits are typically offered during the day and on Saturdays. It includes an Information Session and a tour of campus. You can request to sit in on a college class or visit specific programs at most colleges. An Open House features specialized activities, speakers, and a larger group. Campus tours and classroom visits may be limited or not offered during open houses.

10th grade - The goal of a college visit is to explore the campus, get a “feel” about life on campus, and compare the colleges. Getting a sense of the similarities and differences can help you decide what you want and don’t want in your college experience.

11th grade - Once you know what you want in your college experience, visit colleges that have similar qualities to compare them and narrow down your choices.

Tips:

- Take pictures and/or videos to help recall each college you visit.
- Complete a registration card at the admissions office to demonstrate your interest.
- Limit your visit to two campuses per day to get the most out of your experience.
- Even if you don't like a campus, this can tell you a lot about what you do and don't want in a college.
- Parents: Please let your students give their opinion of a college first.

College Fairs

1. Research colleges that will be at the college fair before you get there.
2. If the college fair offers pre-registration, do it! It will allow you to visit with more college reps while you are there.
3. Ask your counselor for an unofficial copy of your transcript and test scores to bring with you.
4. Think of questions you want to ask each college. Bring a notepad to write down answers.
5. Get a map of the event and highlight colleges you want to meet with.
6. When you visit a college's table, introduce yourself with your name, and fill out a registration card if there is one on the table.
7. Show them your transcript and ask if they have any suggestions about other classes you could take to improve your course selections next year.
8. Ask questions, make eye contact, and thank them for their time.

College Admission Standardized Testing

Colleges use standardized test results as one of the factors to evaluate applicants. Test results alone will not determine an applicant's admission or denial. No colleges use test scores as the only evaluation of applicants; test results are not always a good representation of the student's ability. Also, test scores do not determine the value or importance of a student. **Some colleges and universities are test-optional**, meaning you can choose to submit your scores or not. For a list of test-optional schools, go to fairtest.org.

- **Students are responsible to submit official ACT and SAT test scores directly to the colleges where they apply.** Colleges use only the highest score to evaluate an applicant. Some schools will even “**superscore**”, which means the highest score from each subsection of multiple test dates is used to determine a new composite score.

SAT - sat.org

SAT is a college admission exam offered by the College Board. It tests your knowledge of Evidence-based Reading/Writing and Math. Most students take the SAT during the spring or summer of their junior or fall of their senior year.

SAT Step-By-Step Registration Guide -

<https://collegereadiness.collegeboard.org/sat/register/online-registration-help>

ACT - act.org

ACT is a college admissions exam that consists of four sections: English, Mathematics, Reading, and Science. ACT results are accepted by all four-year colleges and universities in the U.S. The ACT includes 215 multiple-choice questions. Actual testing time is 2 hours and 55 minutes. The [basic registration fee](#) includes sending score reports for up to four college choices, if you list valid codes when you register.

Registering for the ACT

- To register for the ACT, go to www.act.org and create your account.
- Choose a test date and test center, preferably near your home.
- The Divine Child HS code is **230768**; send your scores to DC for your academic records.
- You will be required to upload a picture of yourself to the website.
- You must pay for the test with a credit card before registration is complete. Fee waivers are available from your school counselor, for qualifying students.
- Once you complete registration, print your admittance ticket for the test. You will need this to enter the testing site.
- **Test Information Release-** You can request a copy of your ACT questions and answers to assess your results at <http://www.actstudent.org/scores/release.html>

Fee Waivers are available to qualifying students for both exams. To see if you qualify - go to <https://sat.collegeboard.org/register/sat-fee-waivers> for the SAT. For the ACT - go to <https://act.org/content/act/en/products-and-services/the-act/registration/fees/fee-waivers.html>. If you do, please bring proof to your school counselor to obtain your fee waiver.

Other Standardized Tests

Advanced Placement (AP) Exams- Taken each May by students all over the world, the AP Exam is the final step you take after a year of hard work in an AP class. These standardized exams are designed to measure how well you've mastered the content and skills of the course – a successful score could even earn you credit and advanced placement in college.

<https://apstudent.collegeboard.org/takingtheexam/about-exams>. To see what credits each college accepts, click here

<https://apstudent.collegeboard.org/creditandplacement/search-credit-policies>

College Level Examination Program (CLEP) - [CLEP](#) exams test mastery of college-level material acquired in a variety of ways – through general academic instructions, significant independent study, or extracurricular work. CLEP exam-takers include high school juniors and seniors, adults just entering or returning to school, military service members, and traditional college students. Students can prepare for CLEP exams through [Modern States](#) and receive a voucher upon completion of a course to waive the CLEP exam fee.

TOEFL- Test of English as a Foreign Language - For international students applying to college in the United States. The TOEFL iBT test measures your ability to use and understand English at the university level. And, it evaluates how well you combine your listening, reading, speaking, and writing skills to perform academic tasks.

College Test Preparation

Students in grades 9 through 11 typically take the **PSAT** in October each year at Divine Child HS. These are practice tests for the SAT, which is usually taken in the spring or summer of junior year.

PSAT 8/9- The first test in the SAT Suite of Assessments, the PSAT 8/9 is designed for 8th and 9th graders. For DCHS 9th Graders: The purpose of taking the PSAT 8/9 is for exposure to test taking and the test itself. The focus should not be on the score.

PSAT and PSAT/NMSQT- DCHS 10th and 11th graders will take the PSAT. For 11th graders, it is called the PSAT/NMSQT because it is a qualifying test for the National Merit Scholarship Program. The test measures skills in reading, writing and language, and math. For 10th graders, the test is for practice and exposure to the test, and focus should not be on the score.

Free Online Preparation Resources

SAT - The Khan Academy offers free online test prep <https://www.khanacademy.org/sat>

ACT - The ACT Academy offers free online prep at [academy.act.org](https://www.act.org)

Divine Child High School also offers test preparation during the school year through a dedicated 0 hour course and in the summer through Virtual Falcon.

*For information on accommodations, please see **Appendix E - Resources for Students with Learning Differences**.

The College Application Process

There is no “magic formula” to get into college. Every year is a new application cycle and every college is different.

Parts of the College Application

- The completed application
- Official Test Scores, if required; sent from the testing company
- Essays, Personal Statement, Interview, if required
- Letters of Recommendation, if required
- Official Transcript, requested in Naviance and sent by DCHS

Applying to College Step-by-Step:

Step 1 - Apply to colleges on their admission website. Some schools will direct you to the Common Application* or the Coalition Application**

Step 2 - Request transcripts and letters of recommendation (if required) in Naviance after you've submitted your applications to colleges.

Step 3 - Send your standardized test directly to the schools where you applied. Go through your ACT or SAT account to send scores. (Or, use the free score report option when you register for a test.) Test scores are not sent by DC.

Step 4 - Wait for a decision. Check email or your student portal for each college often. Record decision in Naviance.

*The Common Application is used by over 900 colleges/universities. Go to www.commonapp.org to see the list of member colleges and universities and create your account.

**The Coalition for Access, Affordability, and Success (Coalition App) is accepted by almost 150 colleges and universities. Go to coalitionapp.org to see a list of member institutions.

Tip: Pay close attention to deadlines. You cannot turn things in late during the college application process.

Important Information to Complete Your Applications:

- **Divine Child High School CEEB Code: 230768**
- Know your **social security number**.
- Use an appropriate email address that you check frequently.
- The GPA and rank on your transcript are **weighted** and **exact**.
- The GPA on your transcript is a weighted GPA on a 4.0 scale.
- All semester courses are worth .5 credits. Year-long classes are worth 1 credit per year.
- Some applications may ask for a UIC number. You do not have this number, as a

non-public school student. Skip this on the application.

- Write down your login information for each application.

Tips:

- ★ Work on your college applications on the weekend. Set aside 2 hours to devote to your applications every weekend. Use weekdays for homework and studying.
- ★ Meet weekly with your parents (20-30 minutes is good) to discuss your progress, any obstacles, or questions. Keeping this schedule can help alleviate anxiety surrounding the application process for both you and your parents.

Admissions Types

- **Early Action:** Early admissions programs allow students to apply early and get a decision earlier than regular admission options. This is generally known as Early Action (EA). If accepted, students are free to apply to other colleges and compare financial aid offers. October 15, November 1, and November 15 are typical Early Action deadlines used by colleges.
- **Single Choice Early Action:** Single choice early action (SCEA) programs specifically require students not to make EA applications to other colleges, although students are free to apply elsewhere under the Regular Admission process.
- **Early Decision:** Early Decision is a binding obligation and not an option to be taken lightly. Colleges honor one another's binding decisions. You should only apply to a college through Early Decision if it's your #1 choice and you know you can afford it.
 - If you renege on an Early Decision obligation to one school, it is unlikely that another competitive school will accept you.
 - Students can seek release from an Early Decision obligation on the grounds of financial hardship, if the financial aid package is genuinely inadequate. The burden of proof in these cases is on the student and parents. (By the way, an important drawback to early decision admissions is that they leave applicants with no leverage to negotiate a better financial aid package - the school knows you can't go anywhere else.)
 - Early decision applicants are expected to submit only one Early Decision application to one school. Students can submit applications to other colleges under normal application procedures, but agree that they will withdraw all those applications if they are accepted to the Early Decision school.
- **Regular Admission:** Colleges using this plan generally have a January, February or March application deadline and notify all applicants at the same time (usually no later than April 15).
- **Rolling Admission:** Colleges that use rolling admissions accept applications until they've filled all the spots in their freshman class. Decisions are then made on a case-by-case basis and you'll usually hear back within 4 to 8 weeks. However, some colleges accept applications under a rolling-admission policy and then send out decisions all at once.

There may also be less competition, but this depends on you.

- If you apply in December, the school won't wait until March to compare you with all the other applicants and you could actually improve your chances of being accepted. Remember though, the reverse also holds true: the later you apply, the more competition there may be for fewer spots. Procrastinators beware! There is a lot of truth to that old saying, "You snooze, and you lose!"
- Applying to a school with rolling admissions late in the game can also impact your financial aid offer. A school's admission and aid policies are not one and the same. In fact, they usually come from offices that are nowhere near one another. If you're accepted after the free money's been doled out, you could be out of luck and limited to taking out loans.

Admissions Decisions

Acceptance: Student is accepted for admission. Please give a copy of all letters of admission to the college counselor.

Denial: Student is not accepted for admission.

Waitlisted: Colleges may form a list of students who will be offered admission if accepted students do not completely fill the entering class. Most colleges will want to see your 7th semester grades (the first semester of senior year). Ask the college counselor to send your mid-year transcript.

Deferral of admission: This is a possible response to a student who has applied Early Action or Early Decision to a college. Deferral in this case means the student has not been admitted or rejected, but rather a decision has been "deferred" to a later time with the rest of the applicant pool (those who did not apply early). Most colleges will want to see your 7th semester grades (first semester of senior year). Ask the college counselor to send your mid-year transcript.

*When you receive an admissions decision, record this decision in Naviance in the "Colleges I'm applying to" section (same place where you requested transcripts).

College Essays and Personal Statements

College Essays are your chance to share more about yourself. If the university does not offer interviews, this is your chance to share your thoughts and ideas in your own voice, beyond what other parts of your application convey. Be sure to answer any essay question that is required. Some college applications have a **Personal Statement**. Typically, this is not a question to respond to; it can be more open-ended which allows you to write freely. Sometimes these two terms are used interchangeably.

Also, if an **“Additional Information” section** is offered on the application, use this section to explain anything the application didn’t ask that you want to share. It can be about things such as a dip in grades, an illness or event that occurred that affected your grades, etc.

Some Essay Writing Tips:

- ANSWER THE QUESTION BEING ASKED! Have a focus and use specific examples.
- Try to avoid the four D’s- Drugs, Dating, Death, and Divorce. If you think you must write about this, make sure you emphasize what you learned from the event and how you grew from it.
- Think about what you want colleges to know about you that they can’t learn from your application or transcripts.
- Show evidence of your character, values, and persistence.
- Tell a story (a true story).
- Don’t just write about an event; write about how it affected you or changed you, what did you learn from an event? How have you changed?
- Avoid clichés. Not every story has a happy ending.
- Think about adding lightness, uniqueness, and perhaps humor (sparingly). Beware - using humor is difficult and can be misinterpreted.

This is not an academic essay but should still be grammatically correct. Ask an English teacher to proofread your essay for grammar, but not content. Meet with your school counselor or the college counselor to discuss the content of the essay. Don’t have others edit your essay too much. It should sound like you, not like an adult wrote it.

- Think about what you want to share. Be genuine. Don’t write what you think the admissions officers want to read.
- Remember: the college representative who visits DC is usually the first person who will review your application and read your essay.
- The representative who reads your essay should be able to picture you, as if you just left the room.
- Before submitting your essay, step away from it for a while. Then later, look at it one more time. Edit it again before submitting.
- If you are applying for a specific program, such as nursing or business, be sure your essay relates to it in some way.

College Interviews

If a college or university offers or requires an interview, take advantage of this opportunity. It's your chance to share more about yourself and why you would be a great fit for their school.

- If an interview is strongly suggested or optional, do it!
- Some schools offer phone interviews or interviews with alumni instead of an on-campus interview. This is more like a conversation. Prepare to ask a few questions of your own.
- Highlight your strengths and how those strengths will carry over into college.
- Practice! Look up practice questions, do a mock interview with your counselor, teacher, friend, or parent.
- Send a thank you note or email to your interviewer to thank them for meeting with you.

Letters of Recommendation

Teacher Letters of Recommendation - The purpose of a teacher letter of recommendation is to highlight **their experience with you as a student in their classroom**. It should not be a list of your awards, honors, or activities (those are already on your application).

- o Think about who you want to write you a letter of recommendation. Typically, this should be an academic teacher (Math, Science, English, Social Studies, World Language), unless you are applying to a specific type of school like Art or Music and the school requests a letter from a teacher in that subject area.
- o If you are interested in science, engineering, or medical field, most colleges prefer a letter from a Math and/or Science teacher. Verify requirements on each college website.
- o Typically, you should ask a teacher from your junior year. They have the most recent experience with you as a learner in their classroom.
- o Pay close attention to the number of letters required by the schools where you plan to apply. If the school only requires one letter and the wrong teacher sends their letter, you cannot send another letter.
- o First, ask the teacher in person (not via email), if possible, and then request through Naviance.
- o Please remind your teacher of deadlines.
- o Verify the letter was sent by speaking with your school counselor or college counselor.
- o SEND A THANK YOU NOTE to the teacher(s) that wrote you a letter!!

Counselor Letter of Recommendation - Some colleges require a counselor to write a letter. Your counselor can address any academic or personal challenges you may have faced and how you dealt with these. Meet with your school counselor so they get to know you well.

TIP: On applications, you will be asked if you waive your right to see letters of recommendation. Colleges view letters as more honest and accurate if the student has waived their right to see them.

Paying for College

Financial Aid and Scholarships

Receiving financial aid and scholarships is often an important factor in the college decision-making process. Familiarize yourself with the different types of aid available:

- **Grants** – money given, usually because of financial need
- **Scholarship** – money awarded for exceptional academic achievement, outstanding talent or skill, and/or financial need
- **Work-study** – money earned by working at a part-time job provided by the college
- **Loans** – money borrowed that must be repaid.

Except for merit-based scholarships, financial aid is generally awarded on the basis of financial need.

Financial need is the difference between the cost of attending a college (tuition, fees, room and board) and determined by completing the FAFSA. Since colleges differ in cost, the student may be eligible for different amounts of aid at different colleges. A Net Price Calculator is available on each college's admission or financial aid websites. Use this Calculator to estimate the cost of attendance for each college you are considering.

FAFSA (Free Application for Federal Student Aid): This financial aid application must be filed by all students who want financial aid, no matter what type of college they will be attending. The FAFSA can be completed starting October 1st of your senior year and should be completed by March 1st at the latest, if the student hopes to qualify for state as well as federal aid.

- ❖ You and one of your parents must each have a separate FAFSA ID to use as your electronic signature on the FAFSA. This can be obtained prior to October 1st at <https://fsaid.ed.gov>.
- ❖ Everyone should fill out the Free Application for Federal Student Aid (FAFSA), even if you think your family will not qualify for federal financial aid. The results from the FAFSA are often required for other scholarships from colleges and private institutions.

CSS PROFILE: A financial aid application required by many private colleges (It is used in addition to the FAFSA by some schools, including University of Michigan -Ann Arbor.)

Useful Financial Aid Websites:

CSS PROFILE	www.collegeboard.com
FAFSA on the Web	www.fafsa.ed.gov
Federal Student Aid	www.studentaid.ed.gov
Federal Student Aid Guide	http://studentaid.ed.gov/guide
Financial Aid Need Estimator	www.act.org/fane/index.html
FTC Project Scholarship Scams	http://ftc.gov/scholarshipscams
Michigan Indian Tuition Waiver	http://www.michigan.gov/mdcr/0,4613,7-138--240889--,00.html
Paying for College	www.fafsa4caster.ed.gov
Saving For College	www.savingforcollege.com
Savings Plans	www.collegesavings.org
Selective Service System	www.sss.gov

Student Guide to Financial Aid
Student Tax Information
U.S. Dept. of Education
U.S. Dept. of Education College Scorecard

www.finaid.org
www.irs.gov/individuals/students
www.ed.gov/finaid.html
<https://collegescorecard.ed.gov/>

Scholarships

Scholarships may be offered through the colleges and universities when you apply; some scholarships may require a separate application or you may be invited to a special scholarship day. Check with the colleges you are considering. Typically, the most scholarship money will be available through the college or university where you apply.

Additionally, many private organizations and companies offer scholarships that you may be eligible to apply for. Searching for these scholarship opportunities takes time and effort.

NOTE: Never pay for scholarship searches or financial aid assistance. Free help is always available. **Avoid scholarship scams!** Visit <http://ftc.gov/scholarshipscams>

When looking for private scholarships, keep the following in mind:

- Start early. Begin looking for scholarship options during junior year, and be ready to complete applications in the fall of senior year. Finding and applying for scholarships takes a great deal of time and effort. Network for scholarship opportunities.
- Set up a new email account to use specifically for your scholarship search if you are using any of the searchable scholarship databases. These may generate spam that you don't want in your personal or school email accounts.
- Smaller, local scholarships are often much easier to earn than those sponsored by large organizations and businesses. Apply for any scholarships you're eligible for.
- Plan ahead. Allow adequate time to obtain letters of recommendation and transcripts.
- Follow directions completely and accurately.
- Have someone proofread applications.
- Be organized. Keep all scholarship information in a file box and make copies.

Scholarship Search Websites

CollegeScholarships.com - Scholarship database.

Fastweb - <https://www.fastweb.com/> Searchable scholarship database.

Naviance - <https://connection.naviance.com/divinechs> Go the "Colleges" tab and scroll down to the National Scholarship Search link and the Scholarship List link. We add local scholarships available to DCHS students to this list.

Appendix A

Accessing and Using Naviance and SCOIR

Naviance is a web-based resource provided by Divine Child HS that supports pcollege planning. Naviance allows us to share information efficiently and communicate more effectively with DCHS students and families. The benefits of Naviance include:

- ❖ Comparing colleges.
- ❖ Tracking deadlines.
- ❖ Requesting and submitting transcripts and recommendations electronically.
- ❖ Tracking college recommendation letters.
- ❖ Sharing the schedule of college visit meetings at DC and registering to attend.
- ❖ Access to scattergrams of college admissions history.
- ❖ Sharing college plans.

How to Access Your Naviance Account:

1. Log on to <http://connection.naviance.com/divinechs>
2. If you have not registered yet, go to the login box entitled “New User?” to set-up your account.
3. You will access the site with your school email address and password.
4. On your “Home Page”, you will find information about the DC Counseling Department, receive announcements, and have access to all aspects of the program.

Features in Naviance:

1. On the top toolbar, under **About Me**, click on **My Profile**: You will see the general demographic information including your GPA and Rank, we have for you. You have the ability to edit your email address – please keep this current, as this will be our way of contacting you about important events and notices (i.e. class meetings, college rep visits, etc.). Click on the “**Strengths Explorer**” and “**Career Interest Profiler**” access links to assessments that will help you determine careers that match your interests.
2. Click on **My Résumé**: Keep a record here of all your awards, activities, and accomplishments throughout your high school years. This information will help you complete college applications. Naviance has predetermined options for achievements, but you can fill in whatever you wish in the **Additional notes** section. Update this yearly.
3. Click on the “**Colleges**” link: This is where you will add any colleges you are interested in looking at. Start by entering schools under the “colleges I am thinking about” link. If you click on the name of the school, it will take you to a page with loads of information, including how you compare, and tabs to find information on admissions, financial aid and tuition, as well as a scatter gram graph of DC students who’ve applied and their results. You can also click on the link to that school’s website.
4. **Click on College Search**: You can search for colleges according to your chosen criteria such as location, major, and factors that are important to you. When you complete a search, click on the “**add**” button next to the college name to save this school to your list.

The **SuperMatch** tool is also great to search for colleges.

5. In the “Colleges” section, you will find a Visit Schedule that shows when college reps will be coming to DC. Juniors and seniors can sign up to attend a college visit at DC. Click on the “sign up” link next to the event. You must sign up no later than 24 hours before the meeting. The college counselor will send you a pass to be excused from class.
6. During senior year, you will use the “**Colleges I’m Applying to**” link, in the “**Colleges**” tab to request transcripts, letters of recommendation, and track your materials.
7. Mark this site as a favorite so you can access it easily. Show your parents what is available to you in Naviance.
8. **Enrichment Programs and Upcoming Events:** Visit the Naviance “colleges” tab to see posted programs, upcoming events, and college searches

SCOIR

SCOIR is a web-based resource provided for you by Divine Child HS that supports college planning. Students can research colleges and universities, access college websites directly, and find current news about what is happening on campus.

How to Access your SCOIR Account: Login at <https://app.scoir.com/signup?hsid=230768>

Appendix B

College & Career Resources

Advanced Placement Credit - Michigan Schools List

Associated Colleges of the Midwest - <http://www.acm.edu/index.html> Consortium of 14 independent liberal arts colleges in Colorado, Illinois, Iowa, Minnesota, and Wisconsin.

Association of American Medical Colleges - <https://www.aamc.org/about/medicalschoo/> AAMC represents the 132 accredited M.D.-granting US medical schools and the 17 accredited Canadian medical schools.

Association of Independent Colleges of Art & Design - <http://www.aicad.org/> Consortium of 35 leading art schools in the U.S. Information about studying art at the college level, degree programs available, application process, and financial aid.

Beauty Schools - www.beautyschoolsdirectory.com

Canadian Universities - http://www.aucc.ca/can_uni/our_universities/index_e.html Association of Universities and Colleges of Canada provides detailed information on all member institutions.

CollegeXpress - <http://collegeexpress.com/> Searchable database to find the "right" college fit for you, includes information on majors, scholarships, financial aid, and more.

Common Application - <https://www.commonapp.org/> The Common App is accepted by 900+ colleges and universities around the world.

College Board Big Future <https://bigfuture.collegeboard.org/>

College Navigator - <http://nces.ed.gov/collegenavigator>

College Scorecard - <https://collegescorecard.ed.gov/> U.S. Dept of Education website with an extensive list of public and private colleges and universities in the US. Information on graduation rates, average annual costs, student body demographics, and more.

Colleges That Change Lives - <http://www.ctcl.org/> Consortium of liberal arts colleges, originally a book by Loren Pope, author of *Colleges That Change Lives*, offers insight into 44 outstanding liberal arts colleges and universities located in 24 states across the country.

College Navigator - <http://nces.ed.gov/collegenavigator/> National Center for Educational Statistics, Institute of Education Sciences and the U.S. Department of Education provides this searchable database for colleges and universities.

College in the U.K. - UCAS - <http://www.ucas.com/> Resource for higher education in the U.K. and how to apply.

College Results Online - <http://www.collegeresults.org/> Provided by the Education Trust to

research and compare colleges and university graduation rates, costs, and other information.

Guide to Green Colleges - <https://www.princetonreview.com/college-rankings/green-guide>
Profiles of over 300 colleges and universities committed to sustainability. Published by The Princeton Review.

Historically Black Colleges and Universities - HBCU

<https://www.usnews.com/best-colleges/rankings/hbcu> Access information on our nation's historically black colleges and universities.

Jesuit Colleges and Universities - <http://www.ajcunet.edu/> Search for Jesuit colleges and universities in the United States.

Michigan Colleges Alliance - <http://www.michigancolleges.org/> Founded in 1949, Michigan Colleges Alliance (formerly Michigan Colleges Foundation) is a collective of 14 excellent independent colleges and universities located in Michigan.

Michigan College Guide - <http://www.michigancollegeguide.com/> Links to Michigan's public and private colleges and universities.

Michigan Transfer Network - <http://www.michigantransfernetnetwork.org/> The Network connects students to transfer course equivalency information between Michigan colleges and universities and outlines the Michigan Transfer Agreement (MTA). Students planning to transfer from a community college to a Michigan university should follow the MTA guidelines.

MyMajors.com - <http://www.mymajors.com/> You decided to go to college but are undecided about a major. This website will help you explore the academic disciplines and careers that fit your interests.

National Catholic College Admission Association - <http://www.catholiccollegesonline.org/>
Search for Catholic Colleges and Universities by name, region, size, campus setting, and majors.

Naviance - <https://connection.naviance.com/divinechs> SuperMatch and College Search tool

Nursing Programs - <http://www.aacn.nche.edu/Memberservices/membdir.htm> American Association of Colleges of Nursing provides links to college programs in the U.S.

Peterson's Guide - <http://www.petersons.com/> Information on colleges and universities, distance learning and financial aid for students and parents.

The Princeton Review - <http://www.princetonreview.com/> Information on colleges, universities, majors and more for students and parents.

SCOIR - <https://app.scoir.com/signup?hsid=230768> Access your DCHS account to explore colleges and universities, and respond to surveys sent to you by counselors.

YouVisit - <http://www.youvisit.com/education> Virtual campus tours.

Other Resources

Books

Fiske Guide to Colleges 2021 by Edward B. Fiske

Colleges That Change Lives by Loren Pope

The K&W Guide to Colleges for Students with Learning Differences by Princeton Review

College Is Yours 2.0 by Patrick J. O'Connor, PhD.

Appendix C

Divine Child High School Graduation Requirements

To receive a diploma a senior must:

- Earn at least 26 credits
- Pass all required courses
- Meet all financial responsibilities regarding tuition, fees, books,
- Meet all other obligations in reference to detention time, library books/fines, office forms, etc.
- Fulfill retreat and Christian Service requirements

Requirements	Required Credits	Description
Applied/Fine Arts	1	Any two courses in Fine Arts, Applied Arts, or Performing Arts
English	4	One credit per year Standard Sequence: English 9, English 10, English 11, English 12LC (Lit & Comp) and English 12RC* (Rhetoric & Comp) Honors/AP Sequence: Honors English 9, Honors English 10, AP English Lang & Composition, AP English Lit & Composition
Mathematics	4	One credit per year
Science	3 (4 strongly recommended)	1 Biology, 1 Chemistry, and one additional Science credit
Social Studies	3 (4 strongly recommended)	1 World History, 1 American History, 0.5 American Government; and 0.5 Economics
Theology	4	One credit per year
World Languages	2	Two consecutive years of the same language
P.E./Health	1	0.5 P.E** and 0.5 Health
Computer Literacy	0.5	1 course: Web Design, Intro to Technology, Programming, AP Computer Science Principles, or AP Computer Science A
Electives	3.5	Additional courses from any department

* The English-12RC (Rhetoric & Comp) requirement may be fulfilled by successful participation in Divine Child High School Forensics Team for two years. An alternate English course, senior year, must be elected to complete the 4 required English credits for students taking the Standard English sequence of courses. * The Rhetoric & Comp requirement is embedded into the curriculum of the AP English. If a student does not complete the full year of AP English Literature, English 12RC must be completed.

**Participation in the Marching Band for two years will fulfill the Physical Education requirement.

Appendix D

Resources for Students with Learning Differences

As outlined in the Free and Appropriate Public Education (FAPE) provision under the Individuals with Disabilities Education Act (IDEA), public schools see students who are age 18 and/or after high school graduation, at the point at which special education services end.

Colleges are not legally required by IDEA to offer services to students with learning differences, even if the student received services in high school. However, colleges and universities must operate under the provisions of the ADA (Americans with Disabilities ACT) and provide many assisted learning services to qualified students.

Self-advocacy is extremely important for students with learning differences in the college planning and selection process.

For specific questions to ask at a college visit or when you speak to a representative, please set up a meeting with the College Counselor.

Important: Students have the option to disclose or not disclose a learning difference to a college during the application process. However, during the search and selection process, a student can make an appointment with the office of disability services (colleges have different names for these offices) at a college they are considering to explore services available and to discuss their learning differences. Bring documentation with you to this appointment.

Possible Services Offered in College: (There may be an additional fee for some services, above and beyond tuition.)

Study skills training

- Tutoring
- Alternate testing including extended time and quiet testing space.
- Course load modifications
- Pre-Registration for courses
- Taping of lectures and note-taking
- Specialized study aids

Online Resources:

Affordable Colleges for Students with Disabilities -

<http://www.affordablecollegesonline.org/college-resource-center/affordable-colleges-for-students-with-disabilities/>

Association on Higher Education & Disability - www.ahead.org

Attention Deficit Disorder Association - www.add.org

Children and Adults w/ADD - www.chadd.org

Colleges with Programs for Students with LD -

www.college-scholarships.com/learning_disabilities.htm

Kaarme - Colleges with LD Programs -

http://kaarme.com/Learning_Disability_College_Programs

LD Online - www.ldonline.org

Learning Disabilities Association of America - www.ldanatl.org

National Center for Learning Disabilities - www.nclld.org

Scholarships Available for Students with Learning Differences:

Buckfire and Buckfire Disability Scholarship Program	Open to students with any type of disability	http://www.buckfirelaw.com/library/disability-scholarship.cfm
Michael Yasick ADHD Scholarship Program	For students diagnosed with ADHD	https://www.shireadhd scholarship.com/
Anne Ford and Allegra Ford Scholarship	Must have documented learning disability	http://www.nclld.org/scholarships-and-awards/
RiSe Scholarship Foundation, Inc.	For high school students who learn differently	http://risescholarshipfoundation.org/
OAR Scholarship Program	Diagnosis with an Autism Spectrum Disorder	http://www.researchautism.org/news/otherevents/scholarship.asp
AAHD Scholarship Program	Open to students with any type of disability	http://www.aahd.us/initiatives/scholarship-program/

Standardized Testing Accommodations:

ACT offers three different types of accommodations:

1. National Standard Time with Accommodations
2. National Extended Time (50% time extension)
3. Special Testing (at school)

To begin the process of applying for accommodations, please speak to your student's counselor and visit <http://www.actstudent.org/regist/disab/>

PSAT, SAT, and AP offer accommodations - If you receive accommodations at DC, testing Coordinator and the Instructional Support Specialists will request accommodations on these tests.

Links to University Offices for Disability Services:

[University of Michigan - Services for Students with Disabilities](#)

[Eastern Michigan University - Disability Resource Center](#)

[Northern Michigan University - Disability Services](#)

[Michigan State University - Resource Center for Persons with Disabilities](#)

Eastern Michigan University- Autism Collaborative Center - <http://www.emich.edu/acc/>

Appendix E

Resources and Information for Student-Athletes

Students interested in playing collegiate sports need to be aware of the basic eligibility requirements. You must also be familiar with the NCAA approved courses at DC to make sure you meet all requirements. **NOTE:** Virtual Falcon courses are not NCAA approved core courses and cannot count towards eligibility or GPA. ***see approved DC courses on pg. 37**

Collegiate Athletic Associations:

NAIA (National Association of Intercollegiate Athletics): This is an organization that regulates college athletics through its rules on eligibility, recruiting and financial aid. There are almost 300 member colleges and universities. www.playnaia.org

NCAA (National Collegiate Athletic Association): An organization that regulates college athletics through its rules on eligibility, recruiting, and financial aid. There are three divisions - DI, DII, and DIII.

Visit www.eligibilitycenter.org and for more detailed information and for a list of our NCAA approved courses. You will need to register yourself at this website by your junior year in high school.

For NCAA recruiting rules, go to <http://www.ncaa.org/student-athletes/future/recruiting>.

NJCAA (National Junior College Athletic Association): The *NJCAA* is the national governing body for two-year college athletics, covering junior college and community colleges nationwide. www.njcaa.org/

Appendix F

Resource for Student Athletes - Approved NCAA Core Courses at DCHS

ENGLISH	MATH	OTHER CORE COURSES
AP ENG LIT/COMP	PLANE & SOLID GEOMETRY	GERMAN 1/HONORS
AP ENG LANG/COMP	HONORS GEOMETRY/INTRO TO	GERMAN 2/HONORS
CREATIVE WRITING	ALGEBRA 1	GERMAN 2
ENGLISH 9	ALGEBRA 2/INTRO TO TRIG	GERMAN 3
ENGLISH 10	ALGEBRA 3	GERMAN 4
ENGLISH 11	HONORS ALGEBRA 2	HONORS GREEK 1
ENGLISH 12 LC	COLLEGE ALGEBRA W/TRIG	HONORS GREEK 2
ENGLISH 12 RC	PRE CALCULUS	HONORS GREEK 3
HONORS ENGLISH 9	PRE-CALCULUS/HONORS	LATIN 1
HONORS ENGLISH 10	CALCULUS	LATIN 2
SCIENCE	AP CALCULUS	LATIN 3
INTEGRATED SCIENCE	CALCULUS 2/ HONORS	LATIN 1/HONORS
CHEMISTRY	AP STATISTICS	LATIN 2/HONORS
HONORS CHEMISTRY	STATISTICS	LATIN 3/HONORS
AP CHEMISTRY	SOCIAL STUDIES	AP LATIN 4
ENVIRONMENTAL SCIENCE	AMERICAN GOVERNMENT	SPANISH 1
AP ENVIRONMENTAL SCIENCE	AMERICAN HISTORY	SPANISH 2
PHYSICS	AP AMERICAN GOVERNMENT	SPANISH 3
AP PHYSICS 1	AP AMERICAN HISTORY	SPANISH 4
AP PHYSICS 2	AP WORLD HISTORY	SPANISH 1/HONORS
BIOLOGY	ECONOMICS	SPANISH 2/HONORS
HONORS BIOLOGY	PSYCHOLOGY	SPANISH 3/HONORS
BOTANY	WORLD HISTORY	SPANISH 4/HONORS
HUMAN ANATOMY & PHYSIOLOGY	CONTEMPORARY WORLD AFFAIRS	THEOLOGY 12 WR - WORLD RELIGIONS
MICROBIOLOGY		
AP COMPUTER SCIENCE		VIRTUAL CORE COURSE
AP COMPUTER SCIENCE PRINCIPLES		V-GOVERNMENT
ADVANCED ELECTRONICS		
ELECTRONICS		
ROBOTICS		

NAIA - Students seeking to play NAIA sports, also require registration through the NAIA Clearinghouse. Please reach out to your counselor for more details.

Appendix G

Resources for Students in the Fine and Performing Arts

- ❖ Do you want to continue your love of the arts as a major or recreationally?
- ❖ If you choose a college for its arts program, would that college still be a good fit for you, if for some reason you decided not to continue in the arts program?

These are questions you need to keep in mind when applying to college.

Tips:

- ❖ Talk to the art, music, and theater teachers at DCHS to hear about their college selection experience.
- ❖ There are college fairs specifically for the Visual and Performing Arts. Pay attention to announcements and postings about upcoming events.
- ❖ Don't just look at colleges specific to the arts. Most larger colleges have programs focused on your art interests and can provide scholarships.
- ❖ Pay close attention to application deadlines. They are often different from the general application dates.
- ❖ Review and understand portfolio and audition requirements, expectations, and deadlines.

Helpful Websites:

Association of Independent Colleges of Art and Design- www.aicad.org

List of performing and visual arts college fairs-

www.nacacnet.org/college-fairs/PVA-college-fairs/pages/default.aspx

National Association for Music Education - <http://music.ed.nafme.org>

Appendix H

Resources for International and Undocumented Students

TOEFL- Test of English as a Foreign Language

International students applying to college in the United States must take the TOEFL. The TOEFL iBT test measures your ability to use and understand English at the university level. And, it evaluates how well you combine your listening, reading, speaking, and writing skills to perform academic tasks.

- Information and Registration-
http://www.ets.org/toefl/ibt/about?WT.ac=toeflhome_ibtabout2_121127
- International students who are not US citizens or meet criteria for state-level funding are usually not eligible to receive federal financial aid for college.

NOTE: Your official transcripts from each high school you have attended must be sent to every college where you apply.

Resources:

Deferred Action for Childhood Arrivals (DACA) Program-

<http://www.uscis.gov/humanitarian/consideration-deferred-action-childhood-arrivals-daca>

Appendix I

Taking a Gap Year

In today's world, some students are choosing to postpone college for a year to gain real world experience and personal growth to prepare for their university experience. Also, given the uncertainty of the college experience during the COVID-19 pandemic, some students may consider delaying college until classes return to an in-person/on-campus classroom experience.

If you are a senior who has applied to college, been accepted, and want to take a gap year, you can request a deferral of your acceptance to the following year. Typically, if you are granted a deferral, you will not need to reapply to that college. However, in most situations, you may not take college courses at another school during the interim; if you do, the college may consider you a transfer student and you will need to reapply. Check with the college about their policy. Ask about any specific requirements and the impact on any scholarships or financial aid you were offered.

It's important to consider why you are taking a gap year and what you will do during this "gap" between your high school and college studies. Many students choose to work at a part-time or full-time job, volunteer, or participate in a structured Gap Year experience. Some of these Gap Year programs are listed below. You can also research Gap Year programs in the United States and elsewhere at: usagapyearfairs.org

Gap Year Programs -

Many companies and organizations offer structured Gap Year programs. Some of these options are listed here. (This list serves only as a means of sharing information and does not indicate an endorsement of any program by Divine Child High School.)

Americorps - <http://www.americorps.gov>

American Gap Association - americangap.org

BBYO Gap Year - www.beyondyear.org

Institute for International Cooperation and Development - <http://www.iicd-volunteer.org>

Camp Hill Association - <http://www.camphill.org>

Catholic Volunteer Network - <https://catholicvolunteernetwork.org/choose-service/>

Center for Interim Programs - <http://www.interimprograms.com>

City-Year - <http://www.cityyear.org>

Dynamy Program - Internship Year - <http://www.dynamy.org>

EFGap Year - efgapyear.com

Global Citizen Year - <http://www.globalcitizenyear.org/program>

Global Service - <http://www.globalservicecorps.org>

Go Abroad - www.goabroad.com

Go Abroad Catholic Gap Year Program -

<https://www.goabroad.com/gap-year/search/catholic/gap-year-1>

Go Overseas - www.gooverseas.com
LeapNow - <http://www.leapnow.org/index.php>
Magic Carpet Rides - <http://magiccarpetrides.com/>
National Outdoor Leadership School - <http://www.NOLS.edu>
Outward Bound - <http://www.outwardbound.org>
STEPS - Students Training & Education in Public Service -
<https://www.publicservicedegrees.org/volunteering/for-a-gap-year/>
Putney Student Travel - <http://goputney.com>
Seamster - <http://www.seamster.com>
Semester at Sea - <http://www.semesteratsea.com>
Up With People - <http://upwithpeople.org>
Where There Be Dragons - <http://www.wheretherebedragons.com>

Appendix J

Using Social Media and Technology

Social Media: Although technology today can be extremely helpful in the college search and selection process, it can be damaging. These days, you can follow colleges, scholarship websites, and even our college representatives on Twitter, Facebook, Instagram, and all of the other social media outlets. This can help you stay up-to-date on deadlines, events, and new programs. However, you need to remember that if you can find them, they can find you. Everything on the internet is searchable and findable, even if it has been deleted. Your mark on the internet is not just a footprint, it can be permanent. Please be mindful of what you post, especially during the college application process. Think about changing the privacy settings on your social media pages.

Email Address: Make sure you have an appropriate email address to use for the college search and application processes. This should be a combination of your first and last name or initials. Make sure you know the password to this email address and you check it often. Colleges use email to communicate important information that you do not want to miss.

Sending emails:

- ❖ Always enter a title in the subject line. Do not send “no subject” emails
- ❖ Use a greeting- Dear, Good Morning, Good Evening etc.
- ❖ Check your spelling and grammar
- ❖ Give your full name at the end

Appendix K

Vocabulary to Know

AA: Associate of Arts. A two-year degree offered by community colleges (and some four-year universities)

ACT: American College Test. A college-admission exam generally accepted as an alternative to the SAT.

AP: Advanced Placement. College-level courses taken in high school. College credit may be awarded by some colleges to students who have taken these courses and passed the exams offered at the end of the course with a specific score.

BA, BS, BFA: Also called a bachelor's degree; Bachelor of Arts or Bachelor of Science or Bachelor of Fine Arts; the degree awarded by four-year colleges/universities.

Coalition for Access, Affordability, and Success-The Coalition represents more than 90 American higher education institutions that share a commitment to providing students with the best possible college experience, beginning with the college application process. Coalition schools offer an affordable education, promising low-cost, in-state tuition for residents of their state (for public schools) or meeting the full, demonstrated need of admitted domestic students (for private schools). <http://www.coalitionforcollegeaccess.org>

CSS PROFILE: A financial aid application required by many private colleges. (The CSS PROFILE never replaces the FAFSA; it is used in addition to the FAFSA by schools that require it.)

Deferral of admission: This is a possible response to a student who has applied early action or early decision to a college. Deferral in this case means the student has not been admitted or rejected, but rather a decision has been "deferred" and the student will be considered with the rest of the applicant pool -- those who did not apply early.

Deferral of attendance: The process by which a student postpones attendance at a college after having been accepted. Many private colleges will allow a student to defer for one year after being accepted. At public universities, students generally cannot defer, and must reapply if they wish to take a year off after high school.

Degree: The title given to a college graduate after completion of a program. An undergraduate degree is conferred after four years of college; a graduate degree is conferred after studies

Early Admission programs: Early Action and Early Decision are two admission programs used by some colleges to notify applicants of their acceptance or rejection during the first semester of senior year rather than in March or April.

Early Action (EA) means a student applies early and is notified early about acceptance. Early action is non-binding and a student may apply to other colleges and make a selection after

hearing from all schools. Single-Choice Early Action is another form of early action, also non-binding; students who apply to single-choice early action colleges may only make one early application.

Early Decision (ED) means the student applies early, receives notification early, and is committed to attend that college if accepted. A student accepted through Early Decision must withdraw all other applications. Students should only apply Early Decision if they are absolutely certain it's their first-choice and they can afford it. In general, students must have completed their testing (ACT or SAT) by spring of junior year.

EOP (Equal Opportunity Program) or EOPS: A program that helps educationally or economically disadvantaged students with admission, financial aid, and academic support at college.

EFC (Expected Family Contribution): A dollar figure derived by a formula based on information about the family's income and assets provided on the FAFSA. The EFC amount will be reported to the applicant on the SAR (Student Aid Report).

FAFSA (Free Application for Federal Student Aid): This is the financial aid application filed by all students who want financial aid, no matter what type of college they will be attending. It must be filed between October 1 and March 1 if the student hopes to qualify for state as well as federal aid.

Fees: The term used by many colleges for additional money paid for some courses or services.

Fee waiver: A form available to students from low-income families; this form can be sent with college testing or admission applications instead of the fees usually charged for these services.

Financial aid: Money to help students pay for their education; can be in the form of loans, grants, scholarships, or work-study.

Financial need: In financial aid language, need is the difference between the actual cost of a student's education and what the student and his/her family can be expected to contribute (based on the FAFSA formula that computes Expected Family Contribution).

General Education (Gen Ed) or Core Requirements: Required courses from different disciplines (humanities, social sciences, natural sciences, fine arts, math, etc.) required for most colleges.

GPA (Grade Point Average): Although GPA is reported on high school transcripts, often colleges compute their own version of the GPA, counting only certain courses or "weighting" the GPA by adding extra points for honors courses.

Grants: Money given as financial aid that does not have to be paid back.

Liberal Arts: Introduction or exposure to a wide range of subjects or disciplines, including social sciences, humanities, fine arts, and natural sciences.

MA: A Master's Degree (Master of Arts) requiring one or two years after completion of a

bachelor's degree.

Major: The primary area a student chooses to study in college, generally constituting approximately half of the coursework done by that student. The other half of the coursework is usually a combination of general education requirements and electives.

Minor: A secondary area a student might choose to study in college, with a certain number of courses required in order for the minor to be awarded.

NAIA (National Association of Intercollegiate Athletics): This is an organization that regulates college athletics through its rules on eligibility, recruiting and financial aid. There are almost 300 member colleges and universities.

NCAA (National Collegiate Athletic Association): An organization that regulates college athletics through its rules on eligibility, recruiting, and financial aid. There are three divisions. See list of approved DC courses on page 37.

Package: The financial aid offer made by a college to a student; also called an award letter.

Ph.D.: Also called a doctorate degree; the highest graduate degree available; generally takes several years after undergraduate studies and a master's degree have been completed.

Prerequisites: Coursework, tests, or grade levels that must be completed before taking a course.

Private (or independent) college: A college that is not supported by state tax funds.

PROFILE: A financial aid application required by many private colleges. The CSS PROFILE never replaces the FAFSA; it is used in addition to the FAFSA by schools that require it.

PSAT: A practice test for the SAT offered in October. Should be taken by all high school juniors, and may be taken by interested sophomores. This is the qualifying test for National Merit Scholarships.

Rescission (or Revocation): The withdrawal of an offer of admission. A college may rescind (or revoke) its offer of admission to a student if that student fails to complete the senior year at the level the college expects based on the application. This may be due to failing senior-year courses, dropping required coursework, disciplinary action, or other causes.

Rolling admission: Colleges on this system notify students of their acceptance or rejection on a rolling basis by responding to applications as they are received, rather than waiting for a specific reply date.

SAR (Student Aid Report): This form is returned to students who filed the FAFSA, informing them of their Expected Family Contribution (EFC) and requesting corrections to the FAFSA or updated information that was not available when the FAFSA was filed.

SAT: A college-entrance examination offered by the College Board. This exam measures

writing, critical reading, and mathematical skills; it is a 3-hour, 35-minute test that includes both multiple-choice questions and an optional writing section.

SAT Subject Tests: Subject tests, up to three of which may be taken on one test day. These are one hour long multiple-choice tests in specific subject areas.

Scholarship: A grant (gift) of money that does not need to be paid back. Scholarships may be awarded on merit (talent or ability), financial need, or other criteria.

TOEFL (Test of English as a Foreign Language): An English exam for foreign students used for admission or placement in college English classes.

Transcript: The official document that reports coursework and semester grades.

Transfer Students: Students who have moved from one college to another, generally after the first semester.

Tuition: Money paid for college/university courses. In addition, most schools also have fees.

Undergraduate: A college student who has not yet received a bachelor's degree.

Waiting List: Colleges may form a list of students who will be offered admission if accepted students do not completely fill the entering class.

Work-Study: A federally funded program that makes part-time jobs available to students with financial need as determined by the FAFSA.

Yield: A college's yield is the number or percentage of accepted students who choose to attend.



Official Transcript Request Form for Scholarship Applications

Student Name _____

Student Email Address _____

Name of Scholarship _____

Due Date _____

For Counselor Use Only

Date Submitted by Student _____

Transcript Type (check all that apply):

- Initial (September- January)
- Mid-Year (End of January-May)
- Final (After Graduation)

Form of submission (check all that apply):

- Electronically Submitted to Scholarship Website or Portal
Website _____
- Email to Student
- Email to Scholarship Foundation
Email Address _____
- Paper copy given to student
- Paper copy mailed
Address: _____

Date Completed/Submitted _____

Counselor Signature _____