

Holland Patent High School

12TH GRADE HANDBOOK

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Important Tests

- SAT: Oct 9, 2024
- ACT: Check ACT Website
- ASVAB: Oct. 2 2024

Important Dates

College Night @ Utica University Athletic Center
October 8th, 2024 6:30 PM-8 PM

MVCC Fall Open House
Nov 15, 2024 @ 10AM-1PM

Ongoing College Visits: Check Announcements

College/Career Drop in Days:
Wednesdays after school!

FAFSA Information Night:
Nov 13, 2024 @ 5 PM

FAFSA Work Night:
Dec 11, 2024 @ 5 PM



Graduation Requirements

Credit Requirements

A minimum of 22 units of credit are required for graduation. Typically, a course meets one period a day, five days a week, for a full school year and receives one credit. Students accumulate credits toward graduation while fulfilling core requirements. Any additional credits needed to complete the 22 credits for graduation may be met with elective courses.

English: 4

Social Studies: 4

Math: 3

Science: 3

Language Other Than English: 1
(3 for Advanced Designation Endorsement)

Fine Arts: 1

Physical Education: 2

Health: ½

Freshman Seminar

Senior Seminar

Electives: # of credits will vary

Completed Portfolio

5 Hours Community Service

Total: 22 Credits

Assessments & Diplomas

Regents Assessment requirements are intended to assure that high school graduates have met the New York State Learning Standards in English, Social Studies, Math and Science. An additional assessment may be required in a Foreign Language. To earn a NY State High School Diploma, a student must pass Regents assessments with a score of 65 (or NYS Ed. Approved Alternatives) in the following areas:

Regents Diploma

5 Total Regents

English Language Arts

US History & Government

Global History

Math (Algebra I)

Science (Life or Physical)

Regents Diploma with Advanced Designation

8 Total Regents

English Language Arts

US History & Government

Global History

3 Math (Alg, Geo, Alg 2)

2 Science (1 Life, 1 Physical)

World Language Assessments



Holland Patent High School

12TH GRADE

Choosing a Career

It's okay if you're still figuring out what you see yourself doing!

Here are some things to consider:

- What is the difference between a job and a career?
 - Job- no benefits, not sustainable
 - Career- Benefits, paid time off, long term, has growth
- What are your interests?
 - Understanding your strengths, personality
 - What do you enjoy doing?
- How important is money to you?
 - The number of years in college does not always mean more money
- What do you want your work week to look like?
 - Work from home?
 - Flexible hours/days?
 - 4-10 hour shifts, 3-12 hour shifts, etc
- What does the job growth look like?

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Unsure what to Major In?

- Start at a 2-year community college
 - The first 2 years at a college are almost the same classes no matter where you go, this is because you must take general education classes
 - This may also save you money as you figure it out!
- Take electives that are of interest!
- If you are in between majors, make sure you pick a college that has all interested majors
 - Ex: Torn between Business and Criminal Justice? Go to a school that offers both and then when you make your decision, there won't be a need to transfer



HPHS College Course Offerings and AP Courses

Holland Patent High School has a number of college level courses offered through MVCC, Syracuse University, Herkimer College and AP courses. Earning college credits now is a great way to save time and money! Talk with your counselor to see if these offerings are a good fit for you.

Take college level courses on a college campus while attending high school. Students with an 85+ GPA can take courses through MVCC or Utica College. See your school counselor for more information.

Dual Enrollment Courses

Western Civ.	U.S. History	Government
Psychology	Sociology	Economics
College Alg/Trig	Inter. Math	Statistics
Calculus	Pre-Calculus	Mandarin 3 & 4
Public Speaking	English	Music Appreciation
Spanish 4 & 5	French 4 & 5	ASL 3 & 4
Fine Arts	Graphic Design	CAD 1&2
Keyboarding	Intro to Business	Business Ent.
Personal Finance	Computers & Society	Lifesaving
Animal Science	Plant Science	Ag Business/Leadership
Fitness Center		

AP Courses:

English Composition
Biology
Calculus
World Modern History
U.S. History
Government
Music Theory

SUPA Courses:

English 12
Presentational Speaking
Physics

HELPFUL WEBSITES

Career Exploration

- <https://www.oneida-boces.org/linkstosuccess>
- www.bls.gov/?oco
- <https://app.schoollinks.com/login/k12>

College

- www.collegeboard.com
- www.princetonreview.com
- www.suny.edu
- www.commonapp.org

College Athletics

- www.ncaaclearinghouse.net

Financial Aid

- www.fafsa.ed.gov
- www.hesc.com
- www.finaid.org
- www.fastweb.com

Resume Writing

- <http://www.jobstar.org/tools/resume/index.php>

Testing Tips and Info

- www.collegeboard.com
- www.khanacademy.org

Music & Art Majors

- Considering art or music as a major or career? Talk with your teacher and counselor about developing a portfolio to show to college admissions representatives.
- Each college will have different portfolio requirements, so do your research and start gathering your work together now.

How do I decide what career is right for me?

- The first step in knowing what you want in a career is knowing about yourself! There are many resources available to you to learn about yourself and careers. As you explore your future options keep these things in mind:
- There is no such thing as the “one perfect occupation” out there.
- There are most likely many jobs that would satisfy your career goals and make you happy in the world of work.
- It is OK to not know! Even if you are unsure, you can still plan.
- At this stage in your career, look for majors and fields of interest. Then narrow your search to specific occupations. If you are not sure what to do right now, then choose a path that leaves many options open to you in the future.
- You are not making the one and only career decision of your life.
- Many people change majors, and careers in their lifetime. The key to future success is to explore your options and choose the best one right now. You will reevaluate your choices throughout the next year and throughout college...most likely throughout your life!
- Use the resources available to you. Your counselor can help point you in the right direction if you don't know where to start!
- The next section focuses on career assessment tools. Use these tools to make the best decisions you can. Talk with your counselor about the assessment results and how to make meaningful choices.

Career Assessments: Your Guide to Making Career Choices

How can Assessments help?

- Career assessments can help you learn about yourself. They can help you learn about your top skills, interests, values, and more. Furthermore, they can attach careers and career clusters to those skills, interests, and values to help you narrow your search and find an occupation that is a great fit for you!
 - Sign up to take the ASVAB as a free Career Assessment tool
- Look at recommended occupations and gather information about what type of education or training is required, what colleges offer your major of interest, and what steps you need to take to reach your goals!
- Career Exploration can be a long journey but there is help along the way. Career assessments are just one resource you can use. Here are some other important tools to help you reach a great fitting occupation:
 - Career Counselors (these are available in high schools AND colleges)
 - Job Shadowing, Interviews, Videos, Teachers/Professors/Others

College/Career Help

College/Career Drop in Days

Come get some help with all your college/career needs!

We can help with college applications, essays, scholarships, financial aid, resumes, job applications, etc!

Wednesdays in the Counseling Office with Mrs. Kuchler and Mrs. Pirnie!

September 18th and 25th
October 2nd, 9th, 16th, 23rd, 30th
November 6th, 13th, 20th
December 4th, 11th, 18th

Please bring your Chromebook!

College Visits

Various Colleges will visit Holland Patent throughout the fall.

Listen to the announcements & watch for e-mails on dates/times.

SUNY Poly Tour:
October 7, 2024

MVCC Fall Open House
Nov 15, 2024

Contact your interested colleges/universities to see if you can get a tour!

College Fairs

Where: Utica University
When: October 8, 2024 from 6:30PM- 8PM

Where: RFA Gymnasium
When: October 9, 2024 from 6:30PM-8PM



Preparing for the Military: Local Resources

- Thinking about going into the military? Start exploring your options! Research each branch, their mission and values and see which aligns best with you.
- You also should consider the commitment, physical requirements and career opportunities of each

Taking the ASVAB

- ASVAB is being offered in school on October 2nd at 8AM
 - Free for you to take! Can take it every year
- When you take the ASVAB in school you do NOT have to give your scores to the recruiters. If you take the ASVAB with a recruiter they have to use that score
- ASVAB is NOT just for students going into the military. You can use the ASVAB as a career assessment and your scores will NOT go to a recruiter.

Army

1726 Black River Blvd N
Rome NY 1344
Phone: (315)-337-6320

Army National Guard

State Armory
1700 Parkway East
Utica, NY 13501
Phone: (315)-732-2802

Navy

1726 Black River Blvd N
Rome NY 1344
Phone: (315)-967-4265

Marines

1726 Black River Blvd N
Rome NY 1344
Phone: (315)-377-7550

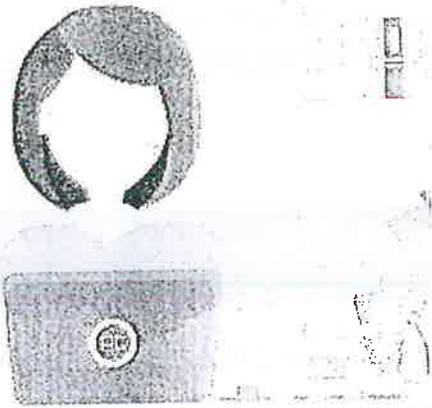
Air Force

1726 Black River Blvd N
Rome NY 1344
Phone: (315)-870-6620
New Hartford: (315)-656-2940

Coast Guard

Phone: (973)674-2993

Job Interview Tips

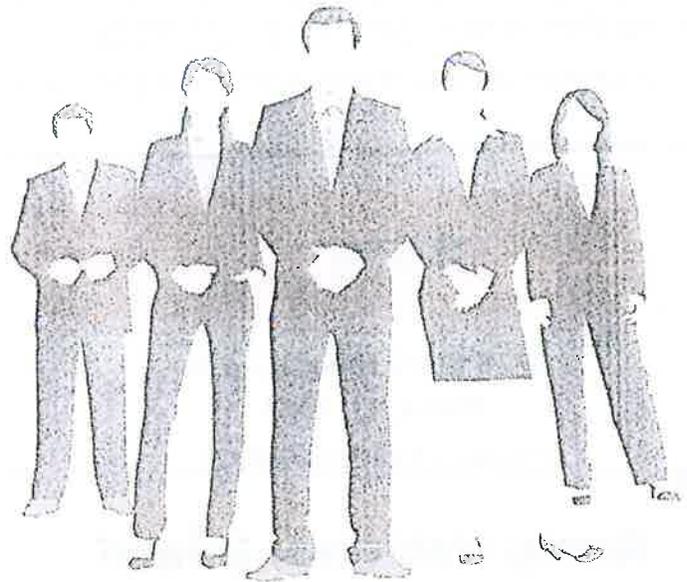


Before:

- Research the organization and position
- Consider common interview questions and prepare potential answers; think about your strengths and what you could bring to the position
- Make a list of any questions you have about the job
- Print copies of your resume, cover letter, etc.
- Plan your route for getting to the interview so that you'll be able to walk in 15 minutes early
- Prepare your attire – business professional is best
- Turn your cell phone off or on do not disturb

During:

- Be yourself
- Greet your interviewer with a firm handshake
- Smile, make eye contact, and try to appear calm, confident, and assertive
- Be enthusiastic and positive, and show that you are interested in the organization
- Use proper grammar and diction, and select your words carefully (avoid “um” and “like”)
- Highlight your strengths and qualifications; put a positive spin on anything that could potentially sound negative
- Ask questions about the position and organization (avoid questions that you could have already researched)



After:

- Thank your interviewer for taking the time to meet with you before leaving the interview
- Follow up with a thank you note – a note sent via mail is best, but email may also be acceptable in some cases
- Use this as an additional opportunity to express your enthusiasm for the position and organization



Out-of-School Activities which have helped me prepare for work or further education (Travel, community service, church activities, workshops, etc.)

Sports Activities:

Activity	Yr. in school (9, 10,11,12)	Awards	Office(s) Held

Extra-curricular activities in which I have participated in:

Activity	Yr. in school (9, 10,11,12)	Awards	Office(s) Held

Personal Strengths: highlights that colleges or employers should consider (Hobbies/interests, special abilities, talents, special circumstances, etc)

3 Qualities others would use to describe you:

1. _____
2. _____
3. _____

List two teachers who could be contacted as references:

Sample Resume Guide

Your Name

123 Your Street
Your City, ST 12345
(123) 456-7890
no_reply@example.com

OBJECTIVE

To find a position that will utilize my skills and interests in the area of _____.

EDUCATION

Holland Patent Central School, Holland Patent - *Regents/Advanced Regents Diploma*

September 20XX - June 20XX

- List some relevant courses and/or advanced courses. Example: Welding, AP Bio, SUPA Presentational Speaking

EXPERIENCE (Your most recent/current job will be listed first)

Company Name, Location - *Job Title*

MONTH 20XX - PRESENT

- Talk about some of the things that you did in your job
- Example

Dunkin Donuts, Barneveld, NY - *Team Member*

September 2021 - June 2022

- Responsibility of closing store
- Responsible for making bank deposits

SKILLS

- Talk about different skills you have
- Example: Good Communication skills

AWARDS

List your awards that were given through academics, sports and clubs/activities.

Writing Your Cover Letter

- Attach a cover letter to the front of your resume. The letter should be written specifically to the Company you are sending it to. Write a different letter for each company.

Your Name

123 Your Street
Your City, ST 12345
(123) 456-7890
no_reply@example.com

4th September 20XX

Ronny Reader

CEO, Company Name
123 Address St
Anytown, ST 12345

Dear (Use Employer's Name),

Use your first paragraph to tell your employer why you are writing and how you found out about the job opening. Show your interest in THIS company/position.

Use the second paragraph to highlight information on your resume that will be particularly useful to this particular company. Be brief and to-the point. The cover letter should be no longer than one side of a single page.

You should tell the reader what you want to gain from the job. For example, I would like to acquire more experience working in a management position. It is important that the company meets your needs as it is that you meet theirs,

Finally, use your last paragraph to plan for action. Don't forget to thank them for considering your application.

Sincerely,

Sign here

Your Name

Finding the Perfect College

Most students want to find the “perfect” college. The truth is, there’s no such thing. You can find many colleges where you can be happy and get a great education. The college search is about exploring who you are and what you want and then finding colleges that will meet your goals.

BEFORE SEARCHING, CONSIDER THESE

8 FACTORS

Size	Location
Available majors and classes	Available extracurricular activities
Distance from home	Makeup of the student body
Housing options	Campus atmosphere

Questions to consider:

- Which of these aspects are things you feel you must have to be comfortable at a college?
- On which factors are you flexible?
- What do you want to accomplish in college?
- Do you want to train for a specific job or get a wide-ranging education?
- If you have a major in mind, do the colleges you are considering specialize in that major?

Bigfuture.collegeboard.org is a great option to sort through the many options out there, based on your preferences.

Here are steps you can take to find colleges where you will thrive.

KEEP AN OPEN MIND

Although it’s good to have some ideas in mind about what sorts of colleges will be good for you, stay open to all the possibilities at the beginning of your search.

TALK TO PEOPLE WHO KNOW YOU

Tell family, teachers, relatives, friends, and your school counselor about your goals, and ask if they can suggest colleges that may be a good fit for you.

DON'T LIMIT YOUR SEARCH

At the start of this process, you may rule out colleges because you think that they are too expensive or too hard to get into, but this may not be the reality. Remember that financial aid can make college more affordable, and colleges look at more than just grades and test scores.

DO YOUR HOMEWORK

Once you have a list of schools, it’s time to do some research. To learn more about the colleges you’re considering, check out college guidebooks and websites.

Jot down your questions and get answers by:

- Talking to your school counselor or teachers
- Checking out colleges' student blogs, if available
- Contacting college admission officials
- Asking admission officials to recommend current students or recent graduates with whom you can have conversations
- Visiting college campuses or viewing virtual college tours, if possible

GET THE MOST OUT OF A CAMPUS VISIT IN 6 STEPS

1 DECIDE WHERE AND HOW

See if your school arranges group trips to colleges or if you could get a group of friends together and visit the campus. A family trip is another option and allows you to involve your family in the process.

2 PREPARE FOR YOUR VISIT

Before you set out, get a map of the college campus and pick out places of interest. Call the college's admission office to 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 the best way to get a feel for what a college is like.

4 EXPLORE THE FACILITIES

Finding the spots on campus where students gather or asking a student where the best place to eat is can give you a feel for the character of the college. Visit the library and check out the gym or theater. Ask an admission officer if you can tour a dorm and a classroom.

5 MAKE CONNECTIONS

Talk to current students. Ask the students at the next table or sitting nearby what they like best about the college.

6 TAKE NOTES

During your visit, write down some notes about your experience. What did you see that excited you? Are there aspects of the college that you don't like? If so, what are they?

Questions to Ask During Your Visit:

ASK TOUR GUIDES/STUDENTS

- What are the best reasons to go to this college?
- What's it like to go from high school to college?
- What do you do in your free time? On the weekends?
- What do you love about this college?
- What do you wish you could change about this college?
- Why did you choose this college?
- What is it like to live here?
- What does the college do to promote student involvement in campus groups, extracurricular activities, or volunteerism?

ASK PROFESSORS

- What are the best reasons to go to this college?
- Can a student be mentored by professors, graduate students, or upperclassmen?
- How are professors rated by the college? Does the college think mentoring and meetings for project guidance are important?
- How does the college help students have access to professors outside class? Do professors join students for lunch, help with community service groups, or guide student organizations?
- How many students do research or other kinds of projects for a semester or more?

ASK FINANCIAL AID OFFICE

- How much has your total college cost for each student risen in the past year?
- How much do your students usually owe in loans when they graduate?
- What is the average income of graduates who had the same major that interests me?
- Will my costs go up when your tuition goes up, or can we use the same tuition rate I started with so I'll know the costs for four years? What should I expect in terms of increases in living expenses?
- How many students usually graduate in the major that interests me? How long do these students usually take to get their degrees? In what ways does the college help students graduate in four years?

College: How to Get There From Here

We know you're ready for college—your academic track record has proven that. Now it's time to apply. Here are some tips on how to get started.

Apply to four or more colleges.

AT LEAST

1

SAFETY

A college you're confident you can get into.

AT LEAST

2

GOOD FITS

Colleges you have a pretty good chance of getting into.

AT LEAST

1

REACH

A college that you have a chance of getting into, but it's a stretch.

Applying to two colleges instead of one makes it **40% MORE LIKELY** that you'll enroll in a four-year college. If you apply to more than two, then your chances of enrolling will be even better.

Never rule out applying to a college because you think it's too expensive.

There are scholarships and financial aid packages available at almost all four-year colleges.

The estimated average grant aid for four-year colleges in 2016-17

PUBLIC COLLEGES

MORE THAN \$4,700

PRIVATE NONPROFIT COLLEGES

MORE THAN \$18,600

Many students receive much more than the average aid.

The Free Application for Federal Student Aid (FAFSA) opens October 1.

When looking at colleges, consider the following:

ACADEMIC

What are the average SAT[®] scores and GPA of students admitted to the school? Does it have any prerequisites? Apply to colleges that are a good academic fit—whether they're a safe bet or a little out of reach.

GRADUATION RATE

Do most students graduate in four years? If not, why not?

LOCATION

Do you prefer a big city, suburb, or small town?

MAJORS

Does the college offer a variety of majors that interest you?

SIZE

Do you want a smaller campus with smaller class sizes or a larger school with a wider variety of programs, such as a state university?

ACADEMIC RESOURCES

Does the college's library meet your needs? Does the campus use the latest technology? What about lab facilities?

CAMPUS LIFE AND SERVICES

What are the housing options? Are there social activities, cultural events, clubs, or athletics that interest you? What support services are available on campus to help with social, health, academic, and financial challenges?

Take a college tour.

Set up campus visits. These visits are always free, but if you can't travel, take a virtual tour, or visit a local college. Even if you don't tour your first-choice college, you'll get an idea of what campus life is really like.

College Application Timeline

Want to know if you're on track in the college application process? This timeline shows you what you should be doing, and when.

SEPTEMBER/OCTOBER—PREPARE

- Sign up for updates at bigfuture.org** and opt in to the College Board Opportunity Scholarships at cb.org/opportunity if you haven't already.
- Talk to your school counselor or adviser** about the college search and application process.
- College requirements:** Make a list of the application, testing, and financial aid requirements for each college.
- Letters of recommendation:** Decide who to ask, and reach out to them early so they have time to write good letters. If you have a résumé or list of accomplishments, be sure to send it to them.
- Application essays:** Look over essays you have already written for inspiration. Share your ideas with parents, teachers, or other trusted adults so they can help you craft the strongest essays possible.
- Register for the SAT:** If you haven't taken it yet, or would like to take it again, it's not too late! Sign up now, and be sure to send score reports to colleges.
- Practice and improve your SAT score:** When you practice for the SAT for 12 hours using Official SAT Practice on Khan Academy and improve your score by 100+ points, you could be eligible for a College Board Opportunity Scholarship. Visit cb.org/opportunity.
- Opt in to Student Search Service®:** More than 1,100 colleges use this service and are looking for students like you.
- Complete the FAFSA, which opens October 1:** It's necessary if you're applying for federal and state grants and loans. Funds are limited, so make sure to file by the financial aid priority filing dates. You could also earn a chance at a College Board Opportunity Scholarship.
- Reminder:** Enter the Complete the FAFSA scholarship at cb.org/opportunity.
- Complete the CSS Profile™, which also opens October 1:** Certain colleges use it to see if you qualify for additional grants and scholarships. (There's a fee for application.)

NOVEMBER/DECEMBER—APPLY TO COLLEGES

- Work on your applications:** Some have deadlines as early as November.
- Send your SAT and AP® scores:** This ensures that colleges have the most complete set of your information to review for admission, as well as scholarship awards, course placement, or selection to a specific program or major.
- Consider college application services:** Application systems like the Coalition Application, Common Application, and Universal College Application let you complete one application online and submit it to several colleges.
- Apply to college:** Submit your applications to colleges you're interested in attending, and you could earn a chance at a College Board Opportunity Scholarship. Visit cb.org/opportunity.
- Send transcripts:** Ask for your transcripts to be sent to your chosen colleges.

JANUARY/FEBRUARY—EXPLORE FINANCIAL AID OPTIONS

- Compare award letters:** After examining the financial aid packages you're offered, you'll see that schools may be more affordable than you thought.
- Search for scholarships:** Scholarships provide money for college that you don't need to repay. And they're not just for academic superstars.

MARCH/APRIL—DECIDE!

- Get information:** Dig a little deeper to help you make the best choice. Ask questions. Create a list of any questions you still have about the colleges you're considering.
- Review acceptance letters:** Go over all offers of admission, consider the pros and cons of each school, and pick the college that's the best fit for you.

Visit bigfuture.org for more information.

College Application Checklist

Having a list of important tasks to complete for each college application will make the application process go smoothly and help you meet deadlines. Opting in to the College Board Opportunity Scholarships at [cb.org/opportunity](https://collegeboard.org/opportunity) can also give you chances at earning scholarships for completing some of these steps.

PLAN

To fill in all the blanks on the application form itself, you may have to dig up documents or get answers from your parents or guardians. Most students use online applications, but paper applications are usually available too. There are also services that let you complete one application online and submit it to several colleges like the Coalition Application, Common Application, and Universal College Application.

	College 1	College 2	College 3	College 4
Get information/application forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Make a note about regular application deadline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Make a note about early application deadline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

GRADES

The record of the classes you've taken and your grades are important parts of your application. Your high school should send your transcript, along with a school profile, directly to the colleges you're applying to. Ask your school counselor or principal how to arrange for this. And be sure to check the transcript for errors before it's sent.

	College 1	College 2	College 3	College 4
Request high school transcript sent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Request midyear grade reports sent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

TEST SCORES

Most colleges require or recommend that you send scores from tests such as the SAT®. Colleges accept scores only from the testing organizations themselves. Visit bigfuture.org for more information and to learn more about the role of testing in college admission.

	College 1	College 2	College 3	College 4
Send SAT scores	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Send SAT Subject Test scores	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Send AP® scores	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

RECOMMENDATION LETTERS

Many colleges require letters of recommendation from teachers or other adults who know you well. Ask your references well in advance of the deadlines to write you a recommendation. You may want to give them a short written summary of your achievements to help them write about you.

	College 1	College 2	College 3	College 4
Request recommendation letters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Send thank-you notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

ESSAYS

Your essays are a chance for you to give admission officers a better idea of your character and strengths. Remember to proofread your essays carefully before you send them in.

	College 1	College 2	College 3	College 4
Draft initial essay(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proofread essay(s) for spelling and grammar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have two people read essay(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Revise your essay(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proofread your revision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

APPLICATIONS

Applying to college is a big job, but you can make it easier by breaking it down into a series of small steps.

	College 1	College 2	College 3	College 4
Complete college applications*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use exact same name on all of your forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carefully review entire application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have a family member or teacher review application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

*Visit cb.org/opportunity to check if you're eligible for the \$1,000 Apply to Colleges scholarship.

INTERVIEWS

It's a good idea to ask for an interview, even if it's not required. It shows you're serious and gives you a chance to connect with someone in the admission office. Even if a college is far away, you may be able to interview with a local alumnus. Read [What to Do Before and After Your College Interview](#) to prepare.

	College 1	College 2	College 3	College 4
Interview at college	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Look into an alumnus interview	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Send thank-you note(s) to interviewer(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

SEND AND TRACK YOUR APPLICATION

Once you've completed your application, follow these tips to make sure all the parts get to where they're going.

	College 1	College 2	College 3	College 4
Make copies of all application materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Apply online	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Include application fee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sign application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confirm receipt of application materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Send supplemental material, if needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mail your institutional aid form, if needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mail state aid form, if needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

FINANCIAL AID

College is usually more affordable than many families think, thanks to financial aid. Below are key steps to navigating the financial aid process:

	College 1	College 2	College 3	College 4
Make a note of priority financial aid deadline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Make a note of regular financial aid deadline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Submit FAFSA (Opens October 1)*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Submit CSS Profile™, if needed (Opens October 1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Submit college aid form, if needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

*Visit [cb.org/opportunity](https://collegeboard.org/opportunity) to check if you're eligible for the \$1,000 Complete the FAFSA scholarship.

DECISION

You've received several college admission offers. Now comes the hard part: Which one do you choose? Find out how to make the best decision for you.

	College 1	College 2	College 3	College 4
Receive admission letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Receive financial aid award letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Get more information about each college	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ask questions about student resources and services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compare college features and things you want	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compare financial aid awards side by side	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Make a decision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respond to college you're attending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respond to colleges whose offers you're declining	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Send deposit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Send final high school transcript	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

The Anatomy of a College Application

In order to get your college application together, you need to gather many different pieces to give the admission team a glimpse into who you are. Be sure to stay organized and find out from your school counselor or principal which of these items you have to send and which items your high school will send.

APPLICATION

Application Forms

This is the most common first step required to show your interest in a college. It might require information and forms from your family. Both online and paper application forms are available, as well as services (such as The Common Application and the Coalition for College application) that let you complete one application for multiple schools. It is recommended that you apply online if possible, to avoid delays.

Application Fees

Fees vary, but generally it costs from \$40 to \$90 to apply to each college. Fees are nonrefundable. Many colleges offer fee waivers to students who can't afford to pay. If you need application fee waivers, speak with your school counselor or principal. If you used an SAT® fee waiver, you are automatically eligible for application fee waivers to over 2,000 colleges.

SCORES AND REPORTS

College Entrance Exam Scores

Some colleges require that you send your scores from a college entrance exam (such as the SAT®). Many colleges will only accept scores that are sent directly from the testing organizations. Check with each college to verify whether they require test scores and their policy on receiving test scores.

High School Transcript

This is the record of the classes you have taken and your grades in each one. This is one of the most important parts of your application. Review your transcript for accuracy prior to completing your college application. Follow the procedure outlined by your high school for the submission of your transcript to your prospective colleges.

Secondary School Report

Some colleges require a Secondary School Report form to be completed by a high school official, usually a school counselor, with information about the school, the graduating class, and specific information about you. Your high school is responsible for sending this form to the college.

Midyear School Report

Much like the Secondary School Report, this form is submitted by your high school; it typically includes the fall semester grades of your senior year and updates to your spring semester schedule (if any apply). All colleges do not require this form.

LETTERS, ESSAYS, AND INTERVIEWS

Letters of Recommendation

Many colleges require letters of recommendation from teachers or other adults who know you well. Ask your references to write recommendations well in advance of the deadlines. It is helpful to give them a short written summary of your achievements and goals to help them write about you.

Essays

Many colleges require an essay or a personal statement as part of your application. Your essay is a chance for you to give admission officers a better idea of your character and strengths. Your essay should be drafted well in advance of the application deadline to ensure adequate time for review and revision.

Interviews, Auditions, and Portfolios

It is a good idea to ask for an interview, even if it is optional. It shows you're serious and gives you a chance to connect with someone in the admission office. Even if a college is far away, you may be able to interview with a local alumnus. If you're applying to music, art, or theater programs, a college may want to see samples of your work as part of your application. This means you may need to audition, send portfolios, or submit videos demonstrating your artistic ability.

Higher Education Terms & Definitions

ACT: A college entrance examination generally taken during the junior and/or senior year that assesses a student's general educational development and his/her ability to complete college-level work. The ACT is comprised of four subject tests — English, mathematics, reading, and science and an optional writing test (essay).

AP (Advanced Placement): Courses and exams that enable high school students to earn college credit or advanced standing at most American colleges and universities.

Associate Degree: The associate degree is awarded to students who complete a minimum of 60 college credits with a 2.0 GPA.

Bachelor's Degree or Baccalaureate Degree: The bachelor's degree is awarded to students who complete a minimum of 120 college credits. Bachelor's degrees are found at four-year colleges and universities.

Certificate Programs: Certificate programs provide specific job skills, require a minimum of 30 college credits and are generally offered at community colleges.

Class Rank: Many high schools use class rank to show where a student stands academically in relation to other members in his/her graduating class. The student who has the highest GPA is number one in the class. The student with the second highest GPA is number two, etc. Therefore, it is necessary to have a high GPA in order to have an impressive class rank.

Community/Junior College: A community/junior college is also known as a two-year school. Courses offered include transfer curricula with credits transferable toward a bachelor's degree at a four year college and occupational or technical curricula with courses of study designed to prepare students for employment in two years.

Credit: College courses are measured in credit hours and typical college classes are 3 credit hours. A full-time student will generally take 15 college credits, or 4 to 5 classes, per semester.

Early Action: An admission program under which students apply early to one or more colleges and receive a decision, prior to regular notification dates, without an obligation to attend. Admission is non-binding. Students typically have until May 1 to declare their intent to enroll and may apply under Early Action to as many schools as they wish.

Early Decision: An admission program under which students apply early and receive a decision prior to regular notification dates. Admission is binding. If they are offered admission, they must commit to attending the college. As a result, students may not apply under Early Decision to more than one college.

Higher Education Terms & Definitions

FAFSA : The Free Application for Federal Student Aid at www.fafsa.ed.gov is required for students wishing to apply for financial aid - including federal, state, and campus-based aid. The FAFSA should be completed as soon after January 1 of the senior year in high school as possible, even if the family tax returns have not been filed.

GPA (Grade Point Average): Grade point average reflects the average of a student's semester (or end of term) grades, starting with the freshman year. Although GPA scales differ among schools, they are usually reported as letters or numbers.

Numeric Grade	Letter Grade	GPA
90-100	A	4.0
80-89	B	3.0
70-79	C	2.0
60-69	D	1.0
Less than 60	F	0.0

Some schools have "weighted grades" for honors and/or AP courses. If a high school has weighted grades, then a grade in a weighted course is worth more than it is in a nonweighted course. The higher the GPA, the greater the college and scholarship opportunities.

Major: The primary field of study in which an individual wishes to receive a degree.

Minor: A second field of study requiring fewer credit hours than a major.

PSAT/NMSQT: A practice test for the SAT that is also used to determine National Merit finalists. The PSAT/NMSQT is given in October, primarily to juniors, and measures critical reading, math problem-solving and writing skills.

Recommendation: Most colleges request two or three letters of recommendation when submitting an application for admission. These are generally written by people who know you inside and outside of the classroom (usually an academic teacher and a college advisor/school counselor).

Transcript: A document that details a student's academic achievement in high school. Although the appearance of the transcript varies from school to school, all high school transcripts generally contain the following information: Courses, grades, and credits for each grade completed, beginning with grade nine; current cumulative GPA and class rank; and anticipated graduation date. An unofficial transcript is exactly the same as an official transcript except that there is no signature, stamp, or seal.



12th GRADE TIMELINE

SUMMER - Prior to your senior year

- Take the SAT II subject tests if your potential colleges require them and you have finished the curriculum which would help you score well.
- Narrow your list of colleges to 4-8. Make sure these are a right match for you. Just because a relative attended an Ivy League school, doesn't mean it is a good fit for you.
- Visit the three schools at the top of your list. (Be sure to include SUNY.) Schedule your visit in conjunction with a family vacation or when colleges are hosting events.
- **Decide** whether you'll apply as an Early Decision or Early Action candidate and begin preparing your application for admission. These deadlines are typically in early to mid-November of your senior year.
- **Compose** rough drafts of essays and ask your family, friends, and teachers to review your essays for grammar, punctuation, readability, and content.
- Contact coaches, if applicable, and include your high school sports schedule and game tapes. Be sure to tell them why you are interested in their program and school.

- **Preview** application questions now and begin to draft your answers. Worksheets for the SUNY application can be found at www.suny.edu/attend/learn-more/forms-and-publications.
- **Create** an arts portfolio, if applicable, to showcase your performing, visual or creative arts work. Your portfolio may include essays, photographs, illustrations, slides or other forms of artwork. A portfolio should represent your best creative work from class projects or assignments and be consistent with portfolio instructions given by an individual campus program.

FALL

- **Have** a strong senior year. Take at least four academic courses and earn good grades. Colleges may ask to review your mid-year grades.
 - **Review** your high school transcript to be sure it is accurate.
 - **Plan** ahead! This is a busy time for your school counseling office. Provide your counselor with a list of schools to which you intend to apply and give him/her a list of dates for letters, forms, etc.
 - **Discuss** essay topics with your teachers and/or counselor. If you haven't done so already, write a first draft of your college essay.
- **Create** a résumé which includes your high school graduation date, grade point average, class rank, standardized test scores, special courses taken, academic honors and awards, activities (including athletics, leadership, community service, and work), interests and major goals. Keep your résumé brief – one to two pages maximum.
 - **Apply** to SUNY at www.suny.edu/applySUNY. The application is available August 1.
 - **Apply** for federal financial aid. Obtain your FSA ID, then complete the FAFSA at fafsa.gov. Use your tax information from the previous year. The application is available October 1.
 - **Keep** your counselor updated about where you've applied for admission and let him/her know how you've applied (SUNY Application, Common Application, etc.).
 - **Organize!** Create a folder for each college to which you are applying and make special note of deadlines. Also create separate folders for tests you've taken or plan to take, financial aid forms and fee waivers.
 - **Identify** teachers and counselors from whom you will ask for letters of recommendation. Give serious consideration to teachers that can speak to the rigor of your curriculum and your potential for success.

- **Attend** upcoming college fairs - most will occur in September, October and November.
- **Follow-up** with your counselor and/or teachers to ensure that your letters of recommendation have been sent.
- **Contact** colleges regarding support services if you have a learning or physical disability.
- **Continue** to investigate scholarship opportunities. A good resource is FastWeb at www.fastweb.com.
- **Plan** on auditioning for a music program or scholarship? Each SUNY campus has its own process for scheduling auditions. In some cases, the department will contact you directly to schedule an audition after receiving your application. Other programs ask that you schedule your audition as soon as possible whether you have submitted your application or not. Check with each campus about how and where to schedule an audition.
- **Plan** on playing a sport? Be sure to file the proper paperwork with the NCAA Clearinghouse. See your coach, athletic director or counselor, or go to www.eligibilitycenter.org.

- **Practice** your college interview skills by participating in a mock interview. Ask your counselor for information or to organize an interview.

WINTER

- **Stay** focused and keep studying.
- **Ask** your counselor to send mid-year grades to colleges to which you've applied, if required.
- **Register** for May AP exams.

SPRING

- **Look** for decision letters.
- **Make** photocopies of all decision letters and scholarship letters/awards you've received and give them to your counselor. These copies will help your counselor know from whom you've heard and will enable him/her to compile yearly school profile statistics.
- **Maintain** good senior year grades. Failure to do so may result in your acceptance offer(s) being rescinded.
- **Review** financial aid and scholarship offers you've received. If you have questions, call offices directly.

- **Make** your college decision by May 1. Notify the colleges you won't be attending so other students who were placed on waiting lists can be admitted.
- **Send** your tuition deposit (if required).
- **Notify** your guidance counselor of your college decision and request that a final transcript to be sent to that college.
- **Notify** your counselor and those who've awarded you a scholarship (for scholarship recipients) about where you'll attend as most will send a scholarship check directly to the college you plan to attend.
- **Ask** your counselor to send your final transcript to the NCAA Clearinghouse (for athletes).

Links to non-SUNY websites and information are provided for your convenience and do not constitute an endorsement.

Application Portals

SUNY App vs. Common App

- Through both of these apps you are able to apply to multiple campuses through one application
 - Some private colleges/universities have their own portals that you will have to use
- SUNY App is **ONLY** for SUNY colleges, you can however apply to SUNY colleges through both the SUNY and Common App
- When you create an account, make sure you write your account information down. Use a personal email, not a school email.
- If you are unsure which is the right Application Portal to use, ask your counselor!

Fee Waivers

- If you qualify for free/reduced lunch, you can get a fee waiver
- SUNY Free application week: Oct. 21st-Nov 3rd
- See your school counselor for help!



What You Will Need to Apply

- Time! You can not rush through this process. Do NOT wait until the last minute to start your application
- A list of your activities, work and community service
- SAT and/or ACT Scores
- Academic honors and achievements
- Letter of recommendations: Your school counselor, and teacher(s) or other mentors
 - Give recommenders plenty of time to write their letter
- Parent/Legal Guardian information

College Application Steps

On Common App:

1. Create a Common App account for yourself at www.commonapp.org
2. Complete the EDUCATION section about yourself
 - a. CEEB Code: 332410
 - b. Holland Patent High School: 8079 Thompson Road Holland Patent, NY 13354
 - c. Graduation Date: June 20, 2025
 - d. Class Size: 112
 - e. My School Counselor's Information:
 - i. A-K: Elizabeth Pirnie- epirnie@hpschools.org
 - ii. L-Z: Ricki Kuchler- rkuchler@hpschools.org
 - f. See your counselor for your Rank & GPA. GPA scale is 100
 - g. Rank is WEIGHTED, GPA is UNWEIGHTED
 - h. Be sure to include PE in the list of classes you are taking
3. Click-My Colleges Search Tab (at the top of menu choices) and add colleges here
4. In the "My Colleges Tab"-Click-Assign Recommenders (on the left side of the page)
5. Click on the FERPA release
 - a. You will be asked to complete a series of prompts
 - b. To waive or not to waive? Under the terms of FERPA, you can review letters and accompanying forms after you enroll at a postsecondary institution. Why should you consider waiving? Waiving your right allows colleges to know that you will never try to read your recommendations. While you are free to respond as you wish, if you choose not to waive your right, some recommenders may decline your request and some colleges may disregard letters submitted on your behalf.
6. Type your name where it says signature

SchoolLinks Application Manager

1. Go to ClassLink, login, and click "SchoolLinks"
2. Click "Colleges" on the left hand side and then College Applications
3. Connect your CommonApp if you applied using CommonApp (On the left hand side)
4. Add your Applications in the top right corner
5. Request Teacher Recommendations
6. Complete your Application Materials and Track them

Full Directions on Next Page

Teacher Recommendations:

1. If you are requesting letters of recommendation, make sure you ask in person with a resume/brag sheet completed. Please be sure to say please and thank you!
2. Request Letters in SchoolLinks through your application manager

The Student's Map of SchoolLinks' College Application Manager

Application Manager Board View

1 Get set up - Callout pointing to the left sidebar navigation menu.

2 Connect to Common App - Callout pointing to the 'common app' link in the sidebar.

3 Add your applications - Callout pointing to the '+ Add application' button at the top right.

4 Click to view more actions - Callout pointing to the 'More actions' icon at the bottom center.

5 Make your enrollment decision - Callout pointing to the top navigation bar.

6 View recommendation requests - Callout pointing to the 'Recommendation tracker' section in the sidebar.

7 Add award letters to compare tuitions - Callout pointing to the 'Add award letter' button in the 'Accepted' section.

Application Manager List View

6 Track application materials - Callout pointing to the 'Track application materials' link in the sidebar.

7 Add your result - Callout pointing to the 'Add result' button in the right-hand column of the application list.

Update your FAFSA status - Callout pointing to the 'Update status' link in the sidebar.

View and leave comments on your applications - Callout pointing to the 'Comments' button at the top right.

Switch between board & list views - Callout pointing to the 'Board / List' toggle at the top left.

College	Student Checklist	Teacher Recs	Counselor Docs	Due Date	Status
Harvard University	●●●●○	●●●●○	●●●●○	04/30/22	In progress
Southern Oregon University	●●●●○	●●●●○	●●●●○	10/01/21	In progress
University of North Carolina, Chapel Hill	●●●●○	●●●●○	●●●●○	01/01/22	Completed & pending
Stanford University	●●●●○	●●●●○	●●●●○	02/01/22	Completed & pending
Brown University	●●●●○	●●●●○	●●●●○	02/01/22	Completed & pending
Washington University at St. Louis	●●●●○	●●●●○	●●●●○	11/01/21	Enrolling
Central Texas College	●●●●○	●●●●○	●●●●○	02/01/22	Accepted
Niagara University	●●●●○	●●●●○	●●●●○	06/24/21	Accepted
Towson University	●●●●○	●●●●○	●●●●○	05/01/21	Deferred
Massachusetts Institute of Technology	●●●●○	●●●●○	●●●●○	01/01/22	Withdrawn

Application Detail View

5 Complete your applications - Callout pointing to the 'Submit Application' button at the bottom.

6 Track application materials - Callout pointing to the 'Track application materials' link in the sidebar.

7 Add your result - Callout pointing to the 'Add result' button at the top right.

4 Request recommendations - Callout pointing to the 'Request teacher recommendation' button.

Access school resources - Callout pointing to the 'Admissions', 'Application Info', and 'Financial Aid' links at the top.

Edit application details - Callout pointing to the 'Edit application' button at the top right.

The Student's Guide to SchoolLinks' College Application Manager



Scan for updates!

Get set up

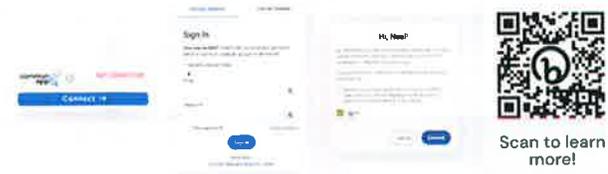
Add your email and mailing address, determine your fee waiver eligibility, and complete the SchoolLinks FERPA waiver in order to start tracking your college applications.



1
2

Connect to Common App

If your school uses Common App, follow the link to log in or create an account. Make sure you consent to share information with SchoolLinks and add your high school. Complete the Common App FERPA in the colleges tab once you've added a college.



Add your applications

Add applications from your Final List and fill out the details. If it's a Common App application, you'll need to add it to "My Colleges" in Common App, then refresh the page back on SchoolLinks.



3
4

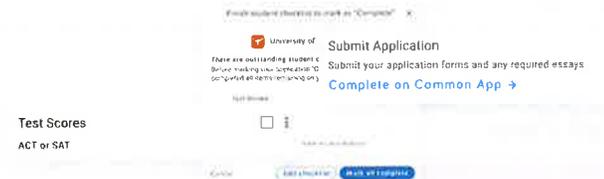
Request recommendations

Once you've added an application, SchoolLinks will let you know how many teacher recommendations are required. Select your teacher from a list, or add them manually.



Complete your applications

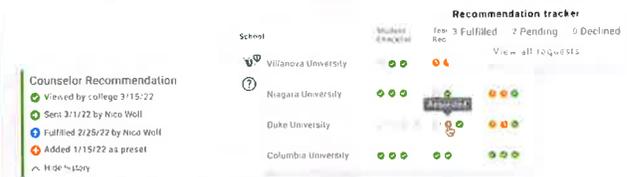
As you complete your applications, be sure to check off the items on your student checklist. You can also check all items at once by clicking "Mark as 'Complete.'"



5
6

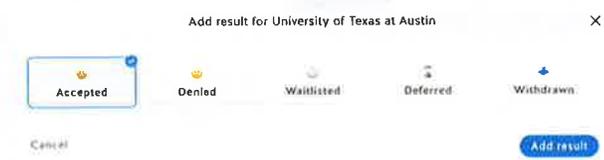
Track application materials

Check back in SchoolLinks to see the status of all your application materials. With electronic applications, you can even see when the college has viewed your documents!



Add your results

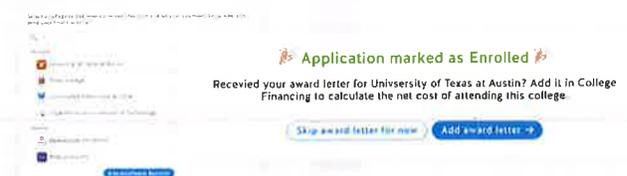
When you hear back from colleges, add your results in SchoolLinks to request any final transcripts and requirements.



7
8

Make your enrollment decision

Once you've made the big decision, add your decision in SchoolLinks to let your counselor know and to request your final transcript.



Financial Aid 101

What is financial aid? Financial aid is money that can help you pay for college. Some aid needs to be paid back or earned, and some aid is a gift. Here are the most important things you should know about financial aid.

4 QUICK FACTS ON FINANCIAL AID

1 MORE THAN \$185 BILLION IN AID IS AVAILABLE

There are four main sources:

- Federal government (largest source)
- State governments
- Colleges and universities
- Private organizations

2 THE FAFSA IS THE PLACE TO START—AND IT'S FREE

To qualify for many types of aid, you'll need to complete the Free Application for Federal Student Aid (FAFSA). This gives you access to these types of aid:

- **Grants and scholarships:** money you don't have to pay back
- **Work-study jobs:** paid, part-time work that's generally on campus
- **Loans:** money you need to pay back, usually after you graduate

3 THE FAFSA IS CONVENIENT

Complete the form online at fafsa.gov or download paper forms there. You can import your family's tax information directly from the IRS website. Begin filling out your FAFSA on **October 1**. Be sure to also opt in to the College Board Opportunity Scholarships at cb.org/opportunity for a chance at the Complete the FAFSA scholarship worth \$1,000.

4 MORE AID IS OUT THERE

Once you've completed the FAFSA, you should apply for these types of aid:

- Financial aid at the colleges to which you are applying
- Private scholarships for which you're eligible

Once you identify a college that's a good fit for you, you should investigate your financial aid options. Each college has its own financial aid policies—guidelines for deciding who qualifies for aid, what type of aid is available, and similar questions.

To be sure you understand what's available, check to see if the answers to these questions appear on the college's website or in their print materials. If not, schedule a phone meeting or an interview with a member of the financial aid staff if you're going to be visiting the college.

QUESTIONS FOR FINANCIAL AID OFFICERS

- What's the average total cost—including tuition and fees, books and supplies, room and board, travel, and other personal expenses—for the first year?
- How much have your costs increased over the last three years?
- Does financial need have an effect on admission decisions?
- What's the priority deadline to apply for financial aid, and when am I notified about financial aid award decisions?
- How is financial aid affected if I apply under an early decision or early action program?
- Does the college offer need-based and merit-based financial aid?
- Are there scholarships available that aren't based on financial need, and do I need to complete a separate application for them?
- Does the college require me to fill out the CSS/Financial Aid PROFILE®?
- If the financial aid package the college offers isn't enough, are there any conditions under which it can be reconsidered, such as changes in my enrollment status or my family's financial situation (or that of a family member)?
- How does the aid package change from year to year?
- What are the terms of the programs included in the aid package?
- What are the academic requirements or other conditions for the renewal of financial aid, including scholarships?
- When can I expect to receive bills from the college?

What to Do When Your Financial Aid Award Isn't Enough

Colleges want to provide financial aid to their students, but they don't always have enough funds to meet the full need of every student. That means a school may not award you enough financial aid to cover all your college expenses. Or maybe your family's financial situation has changed, and you now need more aid than the college awarded you. If you're in either of these situations, follow these steps.

1

Contact the Financial Aid Office

Call or email the financial aid office. If someone there can't answer your question in a phone call or email, make an appointment to meet with a financial aid officer, if possible.

Talking with a financial aid officer can help you learn how you can make up the difference between what you need and what the college awarded you. Financial aid officers want to help you attend their college, so they'll work with you to find the right solution.

You can start by asking questions like the following:

- What are my options for receiving more aid?
- How can I find scholarships to help pay for college?
- Can I talk to someone at the college about finding part-time work?
- Do you have any advice about getting a private loan?

2

File an Appeal

If there's a significant change in your family's finances—such as a drop in income or unexpected medical expenses—you can submit an appeal asking the financial aid office to review your award. Call the office to find out what the college's standard appeals process is so you can follow it. Be ready to provide proof of the change in your circumstances, such as bank statements, pay stubs, or medical bills. But remember, it will take you time to prepare the appeal, and it will take the college time to act on it.

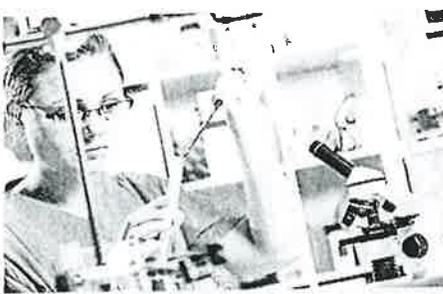
If your appeal isn't successful, you may want to consider applying for a private loan or explore other ways to pay for college.

3

Don't Be Shy About Asking for Help

No matter what your situation, don't be shy about contacting the financial aid office. Financial aid officers are there to answer your questions.

Visit bigfuture.org for more information.



How to Apply for Federal Student Financial Aid

Financial aid comes primarily from the federal and state governments and your college.

Federal aid includes Pell Grants, Work-Study, Supplemental Educational Opportunity Grants, and federal student loans.

Before You Apply

Get Your FSA ID

- Both you and a parent need Federal Student Aid Identification Numbers (FSA IDs) to complete and electronically sign your FAFSA and other federal student aid documents.
- Get it before you sit down to do the FAFSA.
- Visit studentaid.gov and click "Create Account."

Gather these Materials

- Student's driver's license
- Student's Social Security number
- For both student and parents:
 - Income tax returns from two years ago
 - Records of other untaxed income, such as child support received, IRA/pension deductions, veteran's benefits, or military allowances
- Email address

Get an Idea of Your Eligibility

Go to studentaid.gov to complete the online FAFSA4caster to see an estimate of your federal aid eligibility.

- Use the IRS Data Retrieval Tool through the online FAFSA to connect directly to the Internal Revenue Service for your tax data. Easy and efficient!
- If you completed a FAFSA in the previous year, you will receive a notice to go to your renewal FAFSA.

Important Reminders

- Find out the financial aid deadlines at your college, and be sure to meet them.
- Apply for financial aid every year. Financial aid programs change and your situation may change. Any change may affect your eligibility.
- Don't pay for financial aid information that you can get for free — see your counselor or college advisor, or visit hesc.ny.gov/myths.
- Attend financial aid workshops to learn more about financial aid programs and completing applications. Check with your high school counselor and visit StartHereGetThere.org in the fall for dates and locations.

You must complete the FAFSA each year.
File early to meet deadlines!

Complete the FAFSA — Available Oct. 1

Go to hesc.ny.gov

- Visit "Pay/Apply for Aid – Start Here" at hesc.ny.gov for step-by-step assistance in completing the FAFSA.
- Follow the link to the FAFSA application and complete online.



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Apply for the New York State Tuition Assistance Program (TAP)

If you are a New York State resident and include a New York school on your FAFSA, you should also apply for New York State aid online by using the New York State resident link on the FAFSA Submission Confirmation page.

- Complete and review the application information, change any incorrect items, complete any missing items, then submit the form.
- If you are a New York State resident and have listed a New York school on the FAFSA, but did NOT complete a TAP application online, you will automatically receive a notice from HESC reminding you to do so.
- If you have received a renewal FAFSA and have not completed the TAP application, you will receive notification from HESC directing you on the next step of the application process.
- You must apply for TAP and complete or renew the FAFSA every year.
- You can check the status of your TAP grant at hesc.ny.gov.

Check hesc.ny.gov for the latest information about completing your FAFSA and TAP applications.

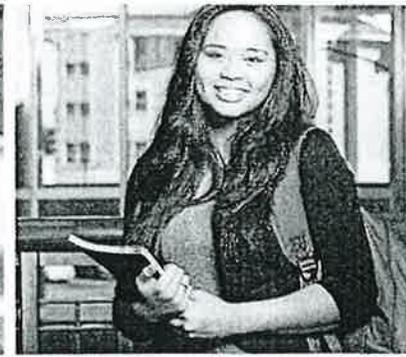
What's Next?

- Shortly after filing your FAFSA, you will receive an email notice that your FAFSA has been processed and your Student Aid Report (SAR) is available for review. You access your SAR by logging on to studentaid.gov with your FSA ID. If corrections are needed, follow the instructions carefully and correct any missing or inaccurate information.
- If you have applied for TAP, you will receive an email regarding your TAP application status.
- Be sure to respond to any questions or requests for more information by the deadline indicated or you could lose your eligibility for financial aid.
- Your college financial aid office will provide you an award letter detailing the estimated aid you are eligible to receive based on your application. Accept or decline the offer of aid by the deadline. Supply any additional documents requested.
- If you decide to take a Federal Direct Student Loan, you must complete a master promissory note (MPN). Follow the instructions on your college award letter.



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Kathy Hochul, Governor



How to Apply for TAP and Other NYS Student Financial Aid

Financial aid comes primarily from the federal government, state government and/or your college. **A complete list of New York State financial aid programs is found at hesc.ny.gov/pay.**

TAP

The New York State Tuition Assistance Program (TAP) provides tuition awards to eligible students attending a college or university located in New York State.

Because TAP is a grant, it does not have to be paid back.

To be Eligible for TAP You Must

- Meet eligibility requirements as a NYS resident or qualify under the NYS DREAM Act
- Meet family income limits of \$80,000 or less
- Pursue an undergraduate degree at an approved postsecondary institution in NYS

Award Amount

- Up to \$5,665 annually, as determined by factors including:
 - Family net taxable income
 - Tuition charged by your college
 - Other family members enrolled in college

Visit hesc.ny.gov/TAP for full eligibility details and to estimate your TAP award.

How to Apply

- From the FAFSA confirmation page, follow the Apply Now link for New York state-based financial aid

Visit hesc.ny.gov/tapapp for application deadlines and a link to the application

If you qualify under the NYS DREAM Act, apply at hesc.ny.gov/dream.

Excelsior Scholarship

The Excelsior Scholarship, in combination with other student financial aid, allows eligible New York State students to attend a SUNY or CUNY college tuition-free.

To be Eligible for the Excelsior Scholarship You Must

- Meet eligibility requirements as a NYS resident or qualify under the NYS DREAM Act
- Meet family income limits of \$125,000 or less
- Pursue an undergraduate degree at SUNY or CUNY college
- Be enrolled in at least 12 credits per term and complete 30 credits each year successively
- Be on track to complete an Associate's degree in two consecutive years or Bachelor's degree in four consecutive years
- Agree to live in NYS for the length of time the award was received

Visit hesc.ny.gov/excelsior for full eligibility details.

Award Amount

- Up to \$5,500 annually

How to Apply

- Visit hesc.ny.gov/excelsior for application deadlines and a link to the application

If you qualify under the NYS DREAM Act, apply at hesc.ny.gov/dream.



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Enhanced Tuition Awards

The Enhanced Tuition Awards program provides tuition awards to students attending a participating private college located in New York State.

To be Eligible for Enhanced Tuition Awards You Must

- Meet eligibility requirements as a NYS resident or qualify under the NYS DREAM Act
- Meet family income limits of \$125,000 or less
- Pursue an undergraduate degree at a participating private college located in NYS
- Be enrolled in at least 12 credits per term and complete 30 credits each year successively
- Be on track to complete an Associate's degree in two consecutive years or Bachelor's degree in four consecutive years
- After completing your degree, you must live in NYS for the length of time the award was received

Visit hesc.ny.gov/eta for full eligibility details.

Award Amount

- Up to \$6,000 annually through the combination of your TAP award, ETA award and a match from your private college

How to Apply

Visit hesc.ny.gov/eta for application deadlines and a link to the application

If you qualify under the NYS DREAM Act, apply at hesc.ny.gov/dream.

STEM Scholarship

The NYS Science, Technology, Engineering and Mathematics (STEM) Incentive Program provides full tuition awards to students attending a SUNY or CUNY college or university in New York State.

To be Eligible for the Excelsior Scholarship You Must

- Meet eligibility requirements as a NYS resident or qualify under the NYS DREAM Act
- Be ranked in the top 10 percent of your high school graduating class
- Pursue an undergraduate degree in STEM at a SUNY or CUNY college or university
- Maintain a cumulative grade point average of 2.5 or higher
- Agree to live and work in NYS in an approved STEM occupation for five years after college

Visit hesc.ny.gov/STEM for full eligibility details.

Annual Award

Up to the annual SUNY resident undergraduate tuition rate

How to Apply

- Visit hesc.ny.gov/STEM for application deadlines and a link to the application

If you qualify under the NYS DREAM Act, apply at hesc.ny.gov/dream.

After Applying, What's Next?

- Check your email and HESC account frequently for updates regarding your application status
- Respond to any questions or requests for additional information by the deadline indicated



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For Families: Financial Aid Tips

College is usually more affordable than many families think, thanks to financial aid. The tips below can help you navigate the financial aid process and get the most money possible for college.

Create your Federal Student Aid (FSA) ID

(username and password). You can do this by the end of your child's junior year. This is an easy step and one of the few that you can complete early in the financial aid application process. For the most up-to-date information, visit the federal student aid website at studentaid.gov.

Attend a financial aid presentation at your local high school or college fair. Learning about the financial aid process as early as possible is very helpful.

Ask financial aid questions when you visit a college campus. Ask the school representative if it's possible to visit the institution's financial aid office (if necessary, call ahead to make an appointment).

Ask financial aid representatives about cost medians instead of only looking at a college's published cost.

Complete the college's supplemental financial aid forms or the CSS Profile[®] if the college to which your son or daughter is applying requires it. Visit cssprofile.collegeboard.org to complete your Profile. Also, remember that some institutions' financial aid and scholarship forms may have deadlines that are PRIOR to the college application form deadline.

Review forms and deadlines required by each college. Creating a chart or spreadsheet can be very helpful for keeping track of the different requirements and dates.

Fill out helpful worksheets prior to filing the FAFSA[®] at fafsa.gov.

When in doubt, ask a financial aid professional.

Call a financial aid office of any college in your area when you have a question, even if your son or daughter does not plan to attend that institution. Financial aid officers can answer many general questions and are happy to help.

Keep all tax records and documents up-to-date and handy when speaking with a financial aid officer. If your financial situation changes (health issues, loss of job, etc.), alert your financial aid officer immediately.

The FAFSA[®] application includes a feature called the Data Retrieval Tool (DRT) that allows you to transfer your tax return information to the FAFSA. Information is available on the FAFSA and IRS websites.

Look out for the Student Aid Report (SAR) that confirms you completed your FAFSA. It will provide your eligibility index for federal and state aid. If there are errors or incorrect information on the SAR, you can make corrections online.

Compare financial aid packages side by side.

Using an award letter comparison tool will allow you to get a clearer picture of where your student's financial aid is coming from and will help you make a more informed decision. There is a "Compare Your Aid Awards" tool, along with other free tools, on the BigFuture[®] website, bigfuture.collegeboard.org.

Most important: When your child expresses an interest in a college, try to refrain from making your first question, "How much does it cost?" You can check on that later.

Paying for College

- FAFSA: Must be completed annually to qualify for any state or federal aid. Forms open up October 1st for the upcoming school year. Become familiar with this!! <https://studentaid.gov/h/apply-for-aid/fafsa>
- Loans: Money given by the government or private lenders that must be repaid with interest.
- Scholarships: Money that does not have to be repaid.
- Defer: Some federal loans let you defer — or delay — paying the loan back until after you graduate.
- Grants: Money given to students demonstrating financial need. Does not need to be repaid.
- Work Study: Programs, usually through the college offering students the opportunity to work to assist in paying for school. Usually have very flexible hours!
 - Must complete FAFSA
- Interest rate: The interest rate is the cost of borrowing money, and is usually a percentage of the loan that is added to the amount you borrow. The higher your interest rate, the more you'll owe over time.
- Need-based: Aid that is need-based is awarded to students who are determined to have financial need; that is, the amount they are able to pay for college is less than the cost of attending the college. The federal government offers need-based loans to students. Eligibility for these loans is determined by the FAFSA.
- Subsidized: Some federal loans are subsidized, which means the government pays the interest on the loan while you're in college. Learn more about the rules for subsidized loans on ed.gov.
- Federal Pell Grant: The largest federal grant program offered to undergraduates and is designed to assist students from low-income households. A Pell Grant, unlike a loan, does not have to be repaid, except under certain circumstances. To qualify for a Pell Grant, a student must demonstrate financial need through FAFSA.
- Excelsior Scholarship: Scholarship given to qualifying NYS residents attending SUNY, CUNY, and Community Colleges covering the cost of tuition. See below for more information.
- EOP/HEOP: Higher Education Opportunity Program (HEOP) provides a broad range of services to New York State residents who, because of educational and economic circumstances, would otherwise be unable to attend a postsecondary educational institution. Students must complete FAFSA in order to receive support and reach out to the HEOP office at the college/university. Students are provided with:
 - Academic support services, tutoring, counseling support, and summer programs
 - Tuition assistance
 - Supplemental financial assistance

Types of Loans

Need-Based Loans: Federal Loans may be awarded by colleges to students with the highest need. Federal Direct Subsidized Loans are interest-free while you're in college and have a borrowing limit that increases for each year of school you complete.

Non-Need-Based Loans: Federal Direct Unsubsidized Loans charge interest, but allow you to add the interest fees to the amount you borrow until after graduation. However, doing this means you'll actually end up owing more.

Federal Direct PLUS Loans: allow parents (or graduate students) to borrow the total cost of college, minus any financial aid received.

Private Loans: Often require a cosigner — someone who promises to repay the money if the student fails to do so. Keep in mind that it's important to understand all the terms of any loan before you accept it. Some private loans might offer relatively low interest rates, but their other terms might not be as favorable as those of a federal loan. For example, federal loans generally offer flexible terms — if you don't have a job or become disabled, you might be able to adjust your payments — while private loans may not be as flexible.

Financial Aid and Scholarships

Grants

A grant is a form of financial aid that doesn't have to be repaid (unless, for example, you withdraw from school and owe a refund, or you receive a TEACH Grant and don't complete your service obligation). A variety of federal grants are available, including Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), Teacher Education Assistance for College and Higher Education (TEACH) Grants, and Iraq and Afghanistan Service Grants.

- If the student will be attending a New York State college, once they complete their FAFSA and have decided on 1 college they can then complete their TAP (Tuition Assistance Program) at <https://www.tap.hesc.ny.gov/totw/>

Loans

When you receive a student loan, you are borrowing money to attend a college or career school. You must repay the loan as well as interest that accrues. It is important to understand your repayment options so you can successfully repay your loan.

- In order to submit your FAFSA the student and both parents must each create a FSA ID at <https://studentaid.gov/fsa-id/sign-in/landing> prior to starting the FAFSA
- To apply for loans students must complete their FAFSA beginning on December 1st, at www.fafsa.ed.gov (student can add up to 10 colleges, should list top choices first)
- Some colleges require students to submit a CSS Profile, review the list on the following website <https://cssprofile.collegeboard.org/>

Scholarships

Many nonprofit and private organizations offer scholarships to help students pay for college or career school. This type of free money, which is sometimes based on academic merit, talent, or a particular area of study, can make a real difference in helping you manage your education expenses.

https://app.schoollinks.com/login/k12	www.fastweb.com	www.studentscholarships.org
www.collegenet.com	www.finaid.org/scholarships/	www.scholarshipamerica.org
College scholarships are directly on the college websites *Scholly app on your phone	https://ww2.salliemae.com/college-planning/tools/scholarship-search/	www.bigfuture.collegeboard.org/scholarship-search

Work-Study Jobs

The Federal Work-Study Program allows you to earn money to pay for school by working part-time.

College Athletics

- If you would like to play for a Division 1,2, or 3 college/university you will have to create a free profile on the NCAA Clearinghouse website
- This is where colleges will see the courses you have taken and get your information. You must be cleared in order to play.

Division I and Division 2

- If a college is recruiting you
- You will need to complete a profile and send and/or attach a transcript
- Classes that NCAA typically want you to take in hi school are:
 - English- 4 Credits
 - Math: 3-4 Credits: Algebra, Geometry, Algebra II
 - Sciences: Biology
 - History: US History

Division 3

- Division 3 athletes do NOT earn athletic scholarships, they can earn scholarships based on academics

Club & Intramural Sports

- These sports are chosen by the college/university
- Will have to sign up with a team

NCAA Eligibility Center

The NCAA Eligibility Center is responsible for certifying the academic and amateur status of all Division I and II incoming student-athletes. College-bound student-athletes can create an account with the Eligibility Center by visiting eligibilitycenter.org. We recommend that students register during their sophomore year of high school to ensure they have adequate time to confirm they are on track for meeting initial eligibility requirements.

Academic requirements for each college-bound student-athlete are based on the student's core-course grade point average and their coursework.

WHAT IS A CORE COURSE?

Core courses are those that are academic in nature, taught at or above your high school's regular academic level, receive credit toward high school graduation, and are four-year college preparatory courses. To be used in an academic certification, the courses need to be listed on the student's transcript with their grades and credits. Core courses must be in one of the following academic areas:

- English
- Math (Algebra 1 or higher)
- Natural/physical science
- Social science
- Foreign language
- Comparative religion or philosophy

DIVISION I ELIGIBILITY REQUIREMENTS

- Graduate from high school.
- Complete 16 core courses in the following areas:
 - ♦ English—four years
 - ♦ Math (Algebra 1 or higher)—three years
 - ♦ Natural/physical science (one year of lab if offered)—two years
 - ♦ Additional English, math, or natural/physical science—one year
 - ♦ Social science—two years
 - ♦ Additional courses (in any of the above subject areas or comparative religion or philosophy)—four years
- Complete 10 of the 16 core courses prior to the start of the seventh semester, including seven in English, math, or natural/physical science.
- Complete the 16 NCAA-approved core courses in eight academic semesters or four consecutive academic years from the beginning of ninth grade. If students graduate from high school early, they must still meet core-course requirements.

DIVISION II ELIGIBILITY REQUIREMENTS

- Complete 16 core courses in the following areas:
 - ♦ English—three years
 - ♦ Math (Algebra 1 or higher)—two years
 - ♦ Natural/physical science (one year of lab if offered)—two years
 - ♦ Social science—two years
 - ♦ Additional English, math, or natural/physical science—three years
- Additional courses (in any of the above subject areas or comparative religion or philosophy)—four years
- Graduate from high school

COLLEGE-BOUND STUDENT-ATHLETES TIMELINE

GRADE 9: PLAN

- Start planning now! Take challenging courses and earn the best grades you can.
- Ask your counselor for a list of your high school's NCAA core courses to make sure you take the required classes. Or, find your high school's list of NCAA core courses at eligibilitycenter.org/courselist.

GRADE 10: REGISTER

- Register for a Certification Account or Profile Page with the NCAA Eligibility Center at eligibilitycenter.org.
- If you fall behind on courses, don't take shortcuts to catch up. Ask your counselor for help with finding approved courses or programs you can take.

GRADE 11: STUDY

- Check with your counselor to make sure you are on track to graduate on time.
- At the end of the year, ask your counselor to upload your official transcript.

GRADE 12: GRADUATE

- Request your final amateurism certification after April 1 (fall enrollees) or October 1 (winter/spring enrollees).
- After you graduate, ask your counselor to upload your final official transcript with proof of graduation.



Registration Checklist

Want to compete in NCAA sports? Register with the Eligibility Center at eligibilitycenter.org before the ninth grade (year nine of secondary school).

Which account type is right for you?

1. Profile Page Account: If you're a younger student or are not being recruited, are unsure in which division you want to compete, or are a domestic student who plans to compete at a Division III school, register for a free Profile Page account. Transition your account to a certification account once you start being actively recruited by an NCAA school.

2. Academic and Amateurism Certification Account: You must receive academic and amateurism certifications from the Eligibility Center to compete at a Division I or II school. You must complete the Academic and Amateurism Certification account registration (including payment or fee waiver) before you go on Division I official visits, sign an NLI, receive an athletics scholarship or compete at a Division I or II school.

3. Amateurism-Only Certification Account: If you're an international student-athlete (first-year enrollees and transfers) enrolling at a Division III school, you must register with an Amateurism-Only Certification account (or use an existing Academic and Amateurism Certification account, if you already have one) and receive your final amateurism certification before you can compete.

This account may also be right for students transferring from a non-NCAA college or university to a Division I or II school who do not require an Eligibility Center academic certification. These students should check with the compliance office at the NCAA school they may attend to determine their required account type.

ELIGIBILITY CENTER ACCOUNT TYPES			
In which division do you plan to compete?	Profile Page* Account	Academic and Amateurism Certification Account	Amateurism-Only Certification Account
Division I or II			
Before recruiting begins or middle school and younger students (domestic or international). Can be transitioned to the right certification account when needed.	✓		
High school student (domestic or international) enrolling for the first time at an NCAA school.		✓	
Transferring from a two- or four-year college or university. (Check with the compliance office at the school you may attend.)		✓	OR ✓
Division III			
Domestic high school student enrolling for the first time at a Division III school.	✓		
High school student with a permanent residence outside of the U.S.			✓
High school student who attended secondary or postsecondary school outside of the U.S. for any time (excluding U.S.-based students who study abroad).			✓
International high school student enrolling for the first time at a Division III school.			✓
High school student who was based and competed outside of the U.S. or participated on a sports team who was based and competed outside of the U.S.			✓
Transferring from a two- or four-year college or university; attended domestic high school(s) only.	✓		
Transferring from a two- or four-year college or university; attended at least one international high school. (U.S. territories are considered domestic.)			✓
Division Undecided/Unknown			
Never enrolled full time at a two- or four-year college or university. Best before recruiting begins or for middle school and younger students. Can be transitioned to the right certification account when needed.	✓		



Once you have determined the right account for you, visit eligibilitycenter.org to register. A list of information you will need to complete your account is outlined below. For a Profile Page account, allow 15 minutes to complete. For certification accounts, allow between 30 and 45 minutes to complete. If you need to exit and come back at a later time, you can save and exit once your account is created.

***Unsure which account type is right for you?** Start with our free Profile Page account, then check with the compliance office at the NCAA school you may attend. If you need assistance, contact the Eligibility Center's customer service team at 877-262-1492, Monday-Friday from 9 a.m. to 5 p.m. Eastern time. International students (including Quebec) should use the International Contact Form to submit questions.

ELIGIBILITY CENTER REGISTRATION ESSENTIALS

Below are some items you should have with you when creating an account at eligibilitycenter.org:

Valid Email

To register, you need a valid email address that you check regularly and will have access to **after** high school. The Eligibility Center uses email to update you about your account throughout the process. **Note:** If you have a sibling who previously registered, you will need to use a different email address than the one in your sibling's account.

Basic Student Personal Information

This includes information such as your name, gender, date of birth, primary and secondary contact information, address and mobile number.

Basic Student Education History

When registering, you will be required to provide details about all secondary and high schools and additional programs you attended in the U.S. and internationally. All schools, regardless of whether you received grades or credits must be included. If you attended ninth grade at a junior high school located in the same school system in which you later attended high school, the ninth-grade school should not be listed.

Student Sports Participation History

Select each sport you plan to participate in at an NCAA school. For certification accounts, you will be required to provide details on any expenses or awards you received, any teams you have

practiced or played with or certain events in which you participated. You will also list any individuals who have advised you or marketed your skills in a particular sport. This information helps the Eligibility Center certify your amateur status once you request your final amateurism certification.

Payment (Certification Accounts Only)

Registration for a certification account is complete only after your registration fee is paid (or upon requesting a fee waiver, if eligible). You may pay online by debit, credit card or echeck. For an Academic and Amateurism Certification account, the fee for college-bound student-athletes attending a high school in the U.S., U.S. territories or Canada is \$100; the fee for international students is \$160. For students for which an Amateurism-Only Certification account is the right choice, the fee for all students is \$70. Profile Page accounts do not have a fee.

All fees are nonrefundable 30 days after the certification account fee is paid. If you completed a duplicate registration and paid your registration fee twice, you may be eligible for a refund. To receive a refund, you will need to complete and submit an NCAA refund form.

Unsure if you've already created an account?

Contact customer service at 877-262-1492, Monday-Friday from 9 a.m. to 5 p.m. Eastern time, before creating a new account to avoid duplicate account issues during recruiting.



10 Things You Should Never Post on Social Media

The Internet is public. Remember that. So even when you think you are posting something privately, once it is released into the Internet, it is out of your control and potentially can be used against you in the future. This is especially important in a job search. Even though a future employer (assuming they are not the government) may not be able to access your private posts, it is common to begin including future coworkers as friends. They will have access to your stuff. Keep it clean.

With that in mind, here is a list of things you should never post on social media:

1. Profanity

The language you use on social media is usually the same type of language you'll use when casually interacting with coworkers. A minor four-letter-word once in a while isn't a crime, but do you want that to be part of who you are, even among friends? Keep it clean. Better yet, eliminate profanity from your online *and* offline vocabulary.

2. Abusive Content

Social media can be a great place to share opinions, but if your feed is full of arguments and rants, you may come across as an overly negative person, not the kind of employee companies want in their office.

3. "Adult" Content

A snapshot on the beach is probably fine but it's alarming how many people think nothing of posting photos of themselves in their underwear (or less!). The Internet is a public place, even when you think you are sharing privately. So, before posting a selfie, consider if you are OK with being seen like that in the office.

4. Illegal Content

Not only could this get you disqualified for a job, it may land you on America's Stupidest Criminals. Worse yet, you could be arrested if authorities see credible evidence of certain kinds of illegal activity. Try explaining THAT to a potential employer during background checks.

5. Offensive Content

Racism, sexism, and other forms of discrimination should have no place in your life. Even if you're joking, think twice before sharing something that could be seen as bigotry. And then don't share it.

6. Negative opinions about your job / employer / boss / professor

A comment about how you hate your job could cause future employers to wonder if you really like the work you are doing or not. A comment about your "stupid boss" could cause your application to simply disappear.

7. Drug related content

Some employers may require you to pass a drug test as a hiring condition. You won't even get that far if you share this kind of post publicly.

8. Poor grammar

Forget about dangling participles and comma splices. If you don't know the difference between "your" and "you're", it's time to learn. Communication, and written communication in particular, is an important part of professional life. If you can't communicate effectively, employers won't want you to communicate for them.

9. Poor spelling

Like #8, poor spelling makes you look unintelligent. Spell check helps but how many typos do you let slip through when you post on social media?

10. Threats

No, it's not OK to threaten others, no matter their position. Wishing someone ill, whether it is a friend, family member, colleague, politician, celebrity, whatever. If you don't like someone else, social media is not the place to be hurling threats of any kind.

*Do any of these categories remind you of posts you have made in the past? Seek them out and delete them. If you're not completely sure, take the time to review your profiles and posting history.

Remember that social media is public, even if you restrict the privacy settings. If you are ever in doubt of this, think back to all of the private social media posts that were made public when someone commits a crime. The government (and other agencies) may have access to this in advance of employment, so keep it clean. And, even after you start, you will likely friend your coworkers, who will have access to your past posts, including that wild party where you were tagged. Keep it social, yet keep it clean.

Local Volunteering Opportunities

**AYSO- American Youth Soccer Association
for Holland Patent-** maparzych@gmail.com

Northern Community Pop Warner Football
northerncommunitypw@gmail.com

Teachers at the High School- just ask

Foothills Rural Community Ministry- Food
Pantry, Thrift Shop, Christmas Baskets, Snow
Shoveling

Contact: Mrs. Sonya Ellinger

Phone: 315-865-5854

Address: Located at the corner of Church Street
and 365 in Holland Patent

The American Legion Post 161- dinners at the
legion, flags in the local cemeteries

Contact: Mrs. Deborah Roberts

Phone: 315-865-9921

9550 Depot Street P.O. Box 161. Holland Patent,
NY 13354

Libraries

Holland Patent Free Library

Phone: [\(315\) 865-5034](tel:3158655034)

Address: 9580 Main St, Trenton, NY 13354

Barneveld Library

Phone: [\(315\) 896-2096](tel:3158962096)

Address: 118 Boon St, Barneveld, NY 13304

Fire Departments

Floyd Volunteer Fire Department- fish fry
dinners, etc.

Phone: (315) 865-4819

Address: 8367 Old Floyd Rd, Rome, NY 13440

Holland Patent Fire Department

(315) 865-8200

9531 Center St. Holland Patent, NY 13354

Barneveld Volunteer Fire Department

Phone: (315) 896-2410

Address: 8530 Old Poland Rd, Barneveld, NY
13304

Stittville Fire Department

Phone: (315) 865-4531

Address: 9069 Main St, Stittville, NY 13469

Churches

First Presbyterian Church of Holland Patent

Phone: (315) 865-5754

Address: 7835 Church St, Holland Patent, NY
13354

St Leo's & St Ann's

Phone: (315) 865-5371

Address: 7939 Elm St, Holland Patent, NY
13354

Mohawk Valley CC Transcript Request

<https://www.mvcc.edu/records-registration/transcripts.php>

In nearly all cases transcripts are transmitted as PDF documents, the first transcript request is free, \$10 for additional transcripts

- Go to www.mvcc.edu
- Current Students
- Transcript Request
- Start a Transcript Order
- Ordering your own credentials or academic records
- Put in your personal email address
- Put in your information
- Select 12th grade if currently in high school
- Password needs to be 10 characters, 1 special character, 1 capital letter, 1 number
- Validate email address with confirmation code
- Select "not currently enrolled", first year of attendance, year left "2024", last four of social security number, don't have, continue without order checked
- Save enrollment data
- "Orders" create new order
- "Start by add your school organization- mvcc"
- "Add" "Order"
- "Put in college- admissions, undergraduate"
- "Hold for grades"
- "MVCC student ID M# or Full Social Security #"
- "Sign", put in first and last name, submit and complete order

Herkimer College Transcript Request

<https://www.herkimer.edu/campus-life/services-and-support/registrars-office/transcripts/>

Official transcripts are \$14.00 each

Select "Request official transcript"

- Ordering your own credentials or academic records
- Put in your personal email address
- Put in your information
- Select 12th grade if currently in high school
- Password needs to be 10 characters, 1 special character, 1 capital letter, 1 number
- Validate email address with confirmation code
- Select "not currently enrolled", first year of attendance, year left "2024", last four of social security number, don't have, continue without order checked
- Save enrollment data
- "Orders" create new order
- "Start by add your school organization- Herkimer college"
- "Add" "Order"
- "Put in college- admissions, undergraduate"
- "Hold for grades"

- "HC student ID M# or Full Social Security #"
- "Sign", put in first and last name, submit and complete order

SUPA Transcript Request

Current Students (Students who have taken an SU course through Project Advance in the Past 12 months) Official transcripts are \$12.00 each

<https://supa.syr.edu/transcripts/>

Project Advance Students- As non-matriculated students, Project Advance students must order a transcript directly through Parchment. If you are currently taking a Project Advance class, make sure to check with your teacher that your final grade has been posted to Syracuse University prior to ordering a transcript.

- Select "Parchment" under Project Advance Students
- Ordering your own credentials or academic records
- Put in your personal email address
- Put in your information
- Select 12th grade if currently in high school
- Password needs to be 10 characters, 1 special character, 1 capital letter, 1 number
- Validate email address with confirmation code
- Select "not currently enrolled", first year of attendance, year left "2024", last four of social security number, don't have, continue without order checked
- Save enrollment data
- "Orders" create new order
- "Start by add your school organization- Syracuse University"
- "Add" "Order"
- "Put in college- admissions, undergraduate"
- "Hold for grades"
- "SU student ID M# or Full Social Security #"
- "Sign", put in first and last name, submit and complete order

SUNY COBLESKILL Transcript Request

<https://www.cobleskill.edu/academics/registrar/request-transcript.aspx>

Students at SUNY Cobleskill pay a per term transcript fee which allows them to secure transcripts while enrolled, or within their lifetime, following completion of coursework at SUNY Cobleskill. The fee is currently \$10 per enrolled term. Transcripts may be requested to be delivered to a mailing address at no cost by visiting or submitting a request directly to the Office of the Registrar.

<https://www.parchment.com/u/registration/34360/institution>

You will order your transcript through parchment, enter your personal email address and follow the prompts.