

Holland Patent High School

12TH GRADE HANDBOOK

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Important Tests

- SAT: Oct 8th
- ACT: Check ACT Website
- ASVAB: Oct 22nd

Important Dates

College Night @ SUNY POLY
October 7th, 2025
6:30PM-8PM

College Night @ RFA Gym
October 8th, 2025 from
6:30PM-8PM

MVCC Fall Open House
Nov 14th, 2025 @ 10AM-1PM

FAFSA Completion Night:
November 19th, 2025 @ 5PM

Ongoing College Visits: Check
Announcements

College/Career Support: During
Advisory!



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?

Important Tests

- SAT: Oct 8th
- ACT: Check ACT Website
- ASVAB: Oct 22nd

Important Dates

SUNY Poly Campus Tour
October 16th, 2025
All Day

MVCC Fall Open House
Nov 14th, 2025 @ 10AM-1PM

FAFSA Completion Night:
November 19th, 2025 @ 5PM

Ongoing College Visits: Check
Announcements

College/Career Support: During
Advisory!

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	Food Science
Pre-Vet Science	Ag Business/Leadership	
Fitness Center	Strength Training	

AP Courses:

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

SUPA Courses:

English 12
Presentational Speaking
Physics
Chemistry

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
- www.studentscholarships.org

Resume Writing

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

Testing Tips and Info

- www.collegeboard.org
- 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
- 

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 22nd 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



WHAT TO KNOW ABOUT INTERVIEWING

BEFORE THE INTERVIEW

- When offered the interview, ask for the names and titles of your interviewers.
- Ask approximately how long the interview is expected to be.
- Practice, practice, practice! Review your resume and work history. Make sure you are prepared to answer a variety of questions!
- Make sure you do your research and know information about the position and the company. Show your interest!
- Consider doing a dry run beforehand. Get up, get dressed, drive to interview location, etc.
- Find a business professional outfit.
- Arrive early – but not TOO early.
- The interview lasts from the time you pull into the parking space to the time you pull out of the parking space.

DURING THE INTERVIEW

- First impressions are key! Smile, make good eye contact, offer a firm handshake, and greet the recruiter using his/her name (e.g., Mr./Ms./Dr.)
- Be a good listener!
- Don't sit down until you are invited to do so.
- Avoid criticizing others and oversharing or being too personal.
- Be positive, friendly, confident, and enthusiastic (but not gushy, fake, or arrogant).
- Maintain direct eye contact during the interview.
- Answer questions with examples of specific circumstances, action, and results achieved.
- You may find that you are talking about 75% percent of the time. Be careful not to ramble, watch your grammar and avoid jargon, colloquialisms, slang.
- If you aren't sure what the employer is asking, feel free to ask for clarification, and take time to think before you answer.

AFTER THE INTERVIEW

- FOLLOW UP! Send each interviewer an individual thank you note via e-mail or U.S. mail (or both).
- Make reference to specific things you discussed in the interview or during your conversation. Or use the thank you to reinforce: key points that sell you, your interest in the position, something you failed to share during your interview but should have.
- Request a connection via LinkedIn.
- If you haven't heard from them after the time frame that they provided at the end of your interview (your last question should always be, "When can I expect to hear from you?"), call or e-mail to check on the status of the position and reiterate your interest.

QUICK TIPS



Be yourself! Be authentic, upbeat, focused, confident, candid, and concise. Let your personality shine through.



Arrive on time (that means 10-15 minutes early), relaxed, and prepared for the interview.



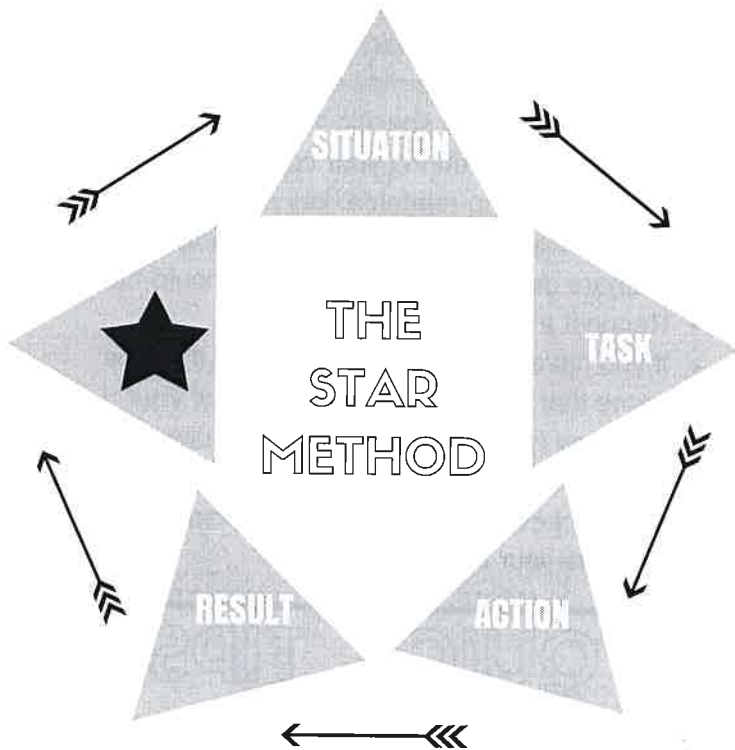
Speak slowly, avoid 'um' and 'like', and use examples. Remember, at its most basic form, interviews are a conversation.



Be prepared. Have extra copies of your resume, notify your references, update your LinkedIn. Come with examples and stories that not only tell the employer you are good at something or have experience but also show them exactly what you have done!

HOW TO ANSWER

BEHAVIORAL BASED QUESTIONS



Behavioral interviewing is a common style of interviewing frequently used by recruiters. Because past performance is the best indicator of future performance, the employer may ask open-ended questions about how you reacted in particular situations. Use the STAR Method to knock those questions out of the park!



PREPARE

Practice! Think of stories and examples that best demonstrate suitable behavior.



SITUATION

Describe the situation you were in. Provide some context!



TASK

Share the task or problem for which you were responsible.



ACTION

What did you do? Discuss the specific action(s) that you took.



RESULT

What happened? Wrap up by explaining the results of your actions.

QUESTIONS YOU MIGHT EXPECT IN AN INTERVIEW

- Tell me about yourself.
- Why did you choose to attend IUP?
- Why did you choose to major in _____ ?
- What are your strengths? Weaknesses?
- What courses did you like best? Least? Why?
- What are your career goals?
- What future training do you plan?
- What do you know about our organization? Why did you choose to interview for this position?
- What skills, training, and experience do you have that qualify you for the position?
- Which job did you like best? Why?
- Have you had any supervisory or administrative experience? Please tell me about it.
- What motivates you?
- How do you motivate others?

QUESTIONS YOU MIGHT WANT TO ASK

- What kinds of assignments might I expect during the first six months on the job?
- How is success in this job measured and rewarded?
- What is the largest single problem facing your staff or organization currently?
- In what ways is a career with your organization better than one with your competitors?
- Is there a lot of team/project work?
- What qualities are you looking for in the candidate who fills this position?
- Do you have any concerns about my candidacy for this position?
- Are there any questions for which I could provide more information?

Visit our website iup.edu/career to view career resources for more detailed information.

Senior Brag Sheet

Holland Patent High School

Class of 20____

Student's Name: _____
(Last) (First) (Middle In) (Preferred Name)

Date of Birth: _____ Career Goal: _____

Future Plans

Check any of the following that apply to:

Major: _____

Why you are pursuing that Major:

Name of schools being considered

- ☐ 4-year College
- ☐ 2-year College
- ☐ Vocational School
- ☐ Apprenticeship Program
- ☐ Employment
- ☐ Armed Services
- ☐ Other

Paid Work Experiences (please indicate self-employed ventures, i.e., lawn mowing, babysitting, work, etc.)

Dates	Employer	Hrs per week	Duties
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Volunteer Experience (Church, hospital, community, etc.)

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



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.



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.



Campus Visit Checklist

Visiting a college campus helps you get a sense of what a college — and life at that college — is like. This can help you decide whether the college is right for you.

GATHER INFORMATION

Find out what you need to do to apply, and see if the college's class and major offerings are what you want:

- ☐ Take part in a group information session at the admission office.
- ☐ Interview with an admission officer.
- ☐ Pick up financial aid forms.
- ☐ Sit in on a class that interests you. If classes aren't in session, just see what the classrooms are like.
- ☐ Meet a professor who teaches a subject that interests you.
- ☐ Talk to students about what they think of their classes and professors.
- ☐ Get the names and business cards of the people you meet so you can contact them later if you have questions.

EXPLORE THE CAMPUS

Get a feel for student life, and see if this college is a place where you will do well:

- ☐ Take a campus tour.
- ☐ Visit the dining hall, fitness center, library, career center, bookstore, and other campus facilities.
- ☐ Talk to current students about the college and life on campus.
- ☐ Check out the freshman dorms, and stay overnight with a student, if possible.
- ☐ Talk to the coaches of sports that you may want to play.
- ☐ Walk or drive around the community surrounding the campus.

CHECK OUT CAMPUS MEDIA

Tune in to learn what's happening on campus and what's on students' minds:

- ☐ Listen to the college radio station.
- ☐ Read the student newspaper.
- ☐ Scan bulletin boards to see what daily student life is like.
- ☐ Go to the career center and learn what services it offers.
- ☐ Browse the school's website and any campus blogs.
- ☐ Read other student publications, such as department newsletters, alternative newspapers, and literary reviews.



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

Find the spots on campus where students gather or ask a student where the best place to eat is to get 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 THE FINANCIAL AID OFFICE

- How much has your total college cost for each student risen in the past year?
- How much do your students usually end up owing 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?
- How many students usually graduate in the major that interests me? How long do these students usually take to get their degree? In what ways does the college help students graduate in four years?

Sign up to meet with an Admissions Counselor
on SchoolLinks:



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.

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!

Apply to community colleges directly on their website for free!

Fee Waivers

- If you qualify for free/reduced lunch, you can get a fee waiver
- SUNY Free application week: Oct 20th-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

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.

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:

Visit bigfuture.org for more 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 18, 2026
 - d. Class Size: 102
 - 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/prag sheet completed. Please be sure to say please and thank you!
 2. Request Letters in SchoolLinks through your application manager
- 

College Application Tips

Here are some tips to keep in mind as you start your college application process.

STAY COOL

College applications can be stressful to complete, but this is also an exciting time. Work with your counselor, your family, and others to get through it all. You got this!

PLAN AHEAD

Review each part of the applications before you get to work. Some applications will require the same basic information and others will have unique requests.

GET ORGANIZED

Keep track of the materials and many parts for each application. Make a folder for each application to keep all materials together. Tell your counselor or other appropriate school personnel which materials your school needs to send to the college (such as your transcript and recommendations).

BE ACCURATE

Ensure that you put together an organized and accurate application. Review for grammar and typos. Make sure your name is the same on all elements of your application. Double-check that all documents you're submitting (like transcripts) are correct.

SUBMIT AND SAVE

Print and save the completed application before you send it and keep a copy for your files. And remember: only submit it once—either online or via mail.

USE A FEE WAIVER

If you used an SAT® fee waiver, you are automatically eligible for application fee waivers to over 2,000 colleges.

ASK FOR HELP

Ask your counselor, teachers, or family to review your application, essays, and other materials before you submit them. Request a letter of recommendation at least two weeks before your deadline and provide supporting material to help them write the best one for you.

SET A SCHEDULE

Allow for time to get your requirements together, get input from your counselor or other adults, review them as a whole, and revise as needed. Keep a close eye on the application deadline, along with other deadlines for financial aid and scholarships.

BE CAREFUL NOT TO

- Procrastinate! There is a lot to do, especially if you have several applications to complete and essays to write. You may not do the application (and yourself) justice if you leave it until the last minute.
- Type your essay directly into the application. Draft it separately, and then upload the final proofread version.
- Send a photocopy of your own test score report unless requested to do so. Ask the testing organization to send your official test scores directly to the colleges.
- Take on the application process alone. Your school counselor is your best resource in the college application process. Teachers and family can also help provide advice and support.

The Student's Map of SchoolLinks' College Application Manager

Application Manager Board View

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

2 Connect to Common App - Points to the 'common app' button in the sidebar.

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

4 Click to view more actions - Points to the 'More actions' link below a list of applications.

5 Completed & pending - Points to the 'Completed & pending' tab at the top.

6 Track application materials - Points to the 'Recommendation tracker' section on the left.

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

8 Make your enrollment decision - Points to the 'Enrollment decision' tab at the top.

View recommendation requests - Points to the 'View all requests' link in the 'Recommendation tracker'.

Update your FAFSA status - Points to the 'Update status' link in the 'FAFSA' section.

Application Manager List View

6 Track application materials - Points to the 'Recommendation tracker' section on the left.

7 Add your result - Points to the 'Add result' button in the 'Status' column of the application list.

Update your FAFSA status - Points to the 'Update status' link in the 'FAFSA' section.

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

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

Application Detail View

5 Complete your applications - Points to the 'Submit Application' button at the bottom left.

6 Track application materials - Points to the 'Request teacher recommendation' button in the 'Requester Information' section.

7 Add your result - Points to the 'Add result' button in the 'Status' column.

4 Request recommendations - Points to the 'Request teacher recommendation' button.

Access school resources - Points to the 'Admissions' link in the top navigation bar.

Edit application details - Points to the 'Edit' button in the top right corner.

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.

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.

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.'"

Add your results

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

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.

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.

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!

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.

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.

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.

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 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.



/MyBigFuture



@MyBigFuture



@collegeboard

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Financial Aid

SENIOR YEAR: SUMMER/FALL

- ☐ **Research local scholarship opportunities.** Talk to your school counselor, teachers, or other adults in your community about scholarships offered by local organizations. Go to your local library, and ask for help. Ask your parents to see if their employers grant scholarships. And don't forget to check the College Board **Scholarship Search**.
- ☐ **Look up deadlines.** Don't miss the priority deadlines for your colleges' financial aid applications—meeting these will help you get as much money as possible. You can compare deadlines for different colleges by using the **College Search** tool. And be sure to find out the application deadlines of any private scholarships or loans you plan to apply for.
- ☐ **Get an estimate of what the colleges on your final list will actually cost.** Get a better idea of what you'll pay to attend a college by looking at its estimated net price—the cost of attending a college minus grants and scholarships you receive. You can get this figure by going to the net price calculator on the college's website or, for some colleges, by using the College Board's **Net Price Calculator**.
- ☐ **Find out about different kinds of student loans.** Not all student loans are equal. Loans come from different sources, and some kinds are more expensive than others. Read **Types of College Loans** to learn more.
- ☐ **Find out if you need to file a CSS Profile.** A college may require students to complete this application—or the college's own forms—to apply for financial aid awarded by the institution.
- ☐ **Complete the CSS Profile, if required.** If you need to submit the CSS Profile to a college or scholarship program, be sure to find out the priority deadline and submit it by that date. Read **How to Complete the CSS Profile**.
- ☐ **Complete your FAFSA.** You can submit the FAFSA after October 1—sooner is better to qualify for as much financial aid as possible. Filling out the form online at **fafsa.gov** is the fastest way to do it.

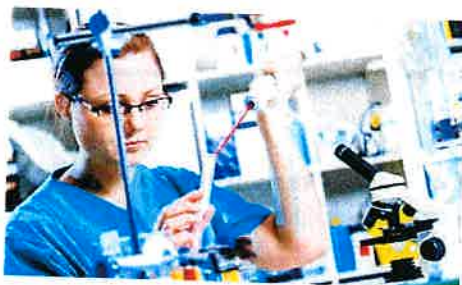
Notes:

SENIOR YEAR: WINTER/SPRING

- ☐ **Apply for any private scholarships you've found.** Make sure you understand and follow the application requirements and apply by the deadline.
- ☐ **Compare your financial aid awards.** The colleges you apply to will send financial aid award letters to tell you how much and which kinds of aid they're offering you. Use the **Compare Your Aid Awards** calculator to make side-by-side comparisons of each college's aid package.
- ☐ **Contact a college's financial aid office, if necessary.** Financial aid officers are there to help you if you have questions. If your financial aid award is not enough, don't be afraid to ask about other options.
- ☐ **Select a financial aid package by the deadline.** Once you've compared the offers, you and your family should discuss which package best meets your needs. Financial aid is limited, so if you don't accept your award on time, it may go to another student. You can, however, ask for an extension if you're waiting to hear from other schools. Each college will decide if it's able to give you an extension.
- ☐ **Complete financial aid paperwork.** If loans are part of your financial aid package, you'll have to complete and submit paperwork to get the money.
- ☐ **Get ready to pay the first college tuition bill.** This usually covers the first semester and is due before you enroll.

Notes:

Visit **bigfuture.org** for more information.



How to Apply for Federal Student Financial Aid

Financial aid is available from the federal and state governments and your college. This includes Pell Grants, Work-Study, Supplemental Educational Opportunity Grants, and Federal Student Loans.

Before You Apply

Get Your StudentAid.gov account.

- Dependent students require at least one parent to also have a StudentAid.gov Account (FSA ID) in order to complete and electronically sign FAFSA and other federal student aid documents.
- Get it before you sit down to do the FAFSA.
- Visit studentaid.gov and click "Create Account."

Check your eligibility

Go to studentaid.gov/aid-estimator to use the **Federal Student Aid Estimator** for an estimate of your federal aid eligibility.

Complete the FAFSA

- Go to studentaid.gov and navigate to the **FAFSA® Form** to start applying for FAFSA.
- To fill out the FAFSA, you and your contributor must have all of the required materials to submit your application.
- The FAFSA form applies to a single academic year. That means you need to submit a new FAFSA form each year you're applying for aid.

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

- If you're a NYS resident and include a NY school on your FAFSA, you should also apply for NYS aid online by using the NYS resident link on the FAFSA Submission Confirmation page.
- You must apply for TAP and complete or renew the FAFSA every year.
- You can apply directly at www.tap.hesc.ny.gov/totw.

Gather These Materials

- For both student and parents:
 - Drivers License.
 - Social Security Number.
 - Income tax returns from two years ago.
 - Records of other untaxed income, such as child support received, veterans' benefits, or military allowances.
 - Email address.

What's Next?

- You will receive an email notice when your FAFSA has been processed and your FAFSA Submission Summary is available for review. Be sure to log onto your account to verify all of your information is set.
- 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.

Important Reminders

- Find out the financial aid deadlines at your college.
- Apply for financial aid every year.
- Don't pay for financial aid information that you can get for free. Visit hesc.ny.gov/myths.
- Attend financial aid workshops to learn more about programs and completing applications. Check with your high school counselor and visit hesc.ny.gov.



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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.

Visit hesc.ny.gov/pay for a complete list of NYS financial aid programs.

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 \$125,000 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.

How to Apply

- From the FAFSA confirmation page, follow the Apply Now link for New York state-based financial aid.
- Visit hesc.ny.gov/tap for eligibility criteria, 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 a 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 associates degree in two consecutive years or bachelors 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.

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



**Higher Education
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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 associates degree in two consecutive years or bachelors 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

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.

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 STEM 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.

Award Amount

- 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



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FAFSA or DREAM ACT APPLICATION WAIVER FORM

The Free Application for Federal Student Aid (FAFSA) or Jose Peralta New York State DREAM Act (DREAM Act) determines a student's eligibility for financial aid to assist with a student's attendance at a college or career school. New York State Education Law §305(61) now requires that school districts verify that high school seniors either complete the FAFSA or, if applicable, the DREAM Act application, or sign a **waiver** indicating that the student understands what the FAFSA or, if applicable, the DREAM Act application are and has chosen not to file one of these financial aid applications.

For students/families who have decided **NOT** to complete one of the above noted financial aid forms, please **sign below indicating that the student understands what the FAFSA or, if applicable, the DREAM Act application are and has chosen not to file either one of these financial aid applications.**

Please complete and return this form to your local high school counselor by the date established at your local school district.

Name of Student: _____
Student ID #: _____

If the student is under 18 years old, the parent/guardian must sign here:

X _____
Signature of Parent/Guardian

If the student 18 years old or older, the parent/guardian does not need to sign above and the student must sign here:

X _____
Signature of Student if 18 Years or Older

Note: The student/parent/guardian shall not be penalized or punished if the student's parent or guardian or the student does not complete this waiver. For example, not completing this waiver will not affect a student's ability to graduate. Please also note that this form is protected by all applicable student data privacy laws and regulations and does not affect the ability of students to apply for financial aid now or in the future.

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://goingmerry.com/	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.

NCAA Eligibility Center Checklist

Start of Freshman Year

- Download your [high school's list](#) of NCAA-approved core courses—and the [NCAA Core Course GPA Calculator worksheet](#)—before you meet with your guidance counselor.
- Review the NCAA core course requirements with your counselor. You will need to take and pass a minimum of 16 core courses before graduation. Take at least one approved core course in each of the following: Math, English, Natural/Physical Science and Social Science or Foreign Language.

During Freshman Year

- Create your free [NCAA profile account](#). Give yourself at least 15-20 minutes to complete the initial registration.

Start of Sophomore Year

- Review your transcript with your guidance counselor to ensure you're on track to meet the NCAA core course requirements. Take at least one approved core course in each of the following: Math, English, Natural/Physical Science and Social Science or Foreign Language.

During Sophomore Year

- OPTIONAL: [Take the PSAT](#) to familiarize yourself with standardized tests like the [ACT](#) and [SAT](#). *Not required for NCAA eligibility.*

Start of Junior Year

- Receiving D1 or D2 interest? [Create an NCAA Certification Account](#) (cost: \$100 for athletes in the U.S., Canada and U.S. Territories and \$160 for international athletes)
- Have your counselor send your current transcript to the NCAA Eligibility Center.
- Review your transcript using the [core course calculator](#) with your guidance counselor to ensure you're on track to meet the NCAA core course requirements. Take at least one approved core course in the following: Math, English, Natural/Physical Science and Social Science or Foreign Language.

During Junior Year

- OPTIONAL: Take your first [ACT](#) and/or [SAT](#)—this will give you time to take it again if you need to. *Not required for NCAA eligibility.*
- Review your transcript using the [core course calculator](#) with your counselor to ensure you're on track to meet the NCAA core course requirements. Focus on the 10 core course rule—make sure you are on track to complete 10 of the courses by the end of the year, and remember that seven of these courses will be “locked in.”

End of Junior Year

- Have your counselor send your transcript to the NCAA Eligibility Center after completing your sixth semester.

Start of Senior Year

- Review your transcript using the [core course calculator](#) with your counselor to ensure you're on track to meet the NCAA core course requirements. You should know the exact courses you will need to take to hit eligibility based on your meeting at the end of your junior year.
- OPTIONAL: Take your second (or third) [ACT](#) and/or [SAT](#) if necessary. *Not required for NCAA eligibility.*

During Senior Year

- Complete your [amateurism questionnaire](#) within your NCAA Certification Account.

Starting April 1 of Senior Year

- If you're enrolling in the Fall semester, request your final Amateurism Certification within your NCAA Certification Account on or after April 1 and if you're enrolling in the Winter/Spring semester, on or after October 1. Remember, April 1 (Fall semester) and October 1 (Winter/Spring semester) are just the first—not the only—day you can request Amateurism Certification.

End of Senior Year

- Have your counselor send your final high school transcripts and proof of graduation to the NCAA Eligibility Center.

* The NCAA no longer requires standardized test scores for initial eligibility in D1 and D2 colleges. However, some schools and scholarships may still ask for them for admission. To confirm the requirements of your specific NCAA school, it's best to contact them directly.

Questions? [Email](#) or give us a call at [\(866\) 495-5172](#). If you're already an NCSA member, call [\(877\) 845-6272](#).

Initial-Eligibility Standards

If you want to compete in NCAA sports, you need to register with the NCAA Eligibility Center at eligibilitycenter.org. Plan to register before your freshman year of high school. For more information on registration, visit on.ncaa.com/RegChecklist.

Academic Requirements

Division I and II schools require you to meet academic standards. To be eligible to practice, compete and receive an athletics scholarship in your first year of full-time enrollment, you must meet the following requirements:

Division I

1. Earn 16 NCAA-approved core-course credits in the following areas:

ENGLISH	MATH (Algebra I or higher)	SCIENCE (Including one year of lab, if offered)	EXTRA (English, math or science)	SOCIAL SCIENCE	OTHER Any area listed to the left or courses listed in additional discipline (world language, comparative religion or philosophy)
4 years	3 years	2 years	1 year	2 years	4 years

2. Complete your 16 NCAA-approved core-course credits in eight academic semesters or four consecutive academic years from the start of ninth grade. If you graduate from high school early, you still must meet core-course requirements.
3. Complete 10 of your 16 NCAA-approved core-course credits, including seven in English, math or science, before the start of your seventh semester. Once you begin your seventh semester, any course needed to meet the 10/7 requirement cannot be replaced or repeated.
4. Earn a minimum 2.3 **core-course GPA**.
5. Ask your high school counselor to upload your **final official transcript** with proof of graduation to your Eligibility Center account.

Division II

1. Earn 16 NCAA-approved core-course credits in the following areas:

ENGLISH	MATH (Algebra I or higher)	SCIENCE (Including one year of lab, if offered)	EXTRA (English, math or science)	SOCIAL SCIENCE	OTHER Any area listed to the left or courses listed in additional discipline (world language, comparative religion or philosophy)
3 years	2 years	2 years	3 years	2 years	4 years

2. Earn a minimum 2.2 **core-course GPA**.
3. Ask your high school counselor to upload your **final official transcript** with proof of graduation to your Eligibility Center account.

Division III

While **Division III schools** set their own admissions and academic requirements, **international student-athletes** (first-year enrollees and transfers) who are enrolling at a Division III school after Aug. 1, 2023, must be certified as an amateur by the Eligibility Center. Contact the Division III school you plan to attend for more information about its academic requirements.



GRADE
9
REGISTER

- » If you haven't yet, **register** for a free Profile Page account at eligibilitycenter.org for information on NCAA initial-eligibility requirements.
- » Use NCAA Research's **interactive map** to help locate NCAA schools you're interested in attending.
- » Find your high school's list of NCAA-approved **core courses** at eligibilitycenter.org/courselist to ensure you're taking the right courses, and earn the best grades possible!

GRADE
10
PLAN

- » If you're being actively recruited by an NCAA school and have a Profile Page account, **transition** it to the required **certification account**.
- » Monitor the **task list** in your NCAA Eligibility Center account for next steps.
- » At the end of the school year, ask your high school counselor from each school you attend to upload an official transcript to your Eligibility Center account.
- » If you fall behind academically, ask your high school counselor for help finding **approved courses** you can take.

GRADE
11
STUDY

- » Ensure your **sports participation** information is correct in your Eligibility Center account.
- » Check with your high school counselor to make sure you're on track to complete the required number of NCAA-approved **core courses** and graduate on time with your class.
- » Share your **NCAA ID** with NCAA schools recruiting you so each school can place you on its **institutional request list**.
- » At the end of the school year, ask your high school counselor from each school you attend to upload an official transcript to your Eligibility Center account.

GRADE
12
GRADUATE

- » **Request your final amateurism certification** beginning April 1 (fall enrollees) or Oct. 1 (winter/spring enrollees) in your Eligibility Center account at eligibilitycenter.org.
- » Apply and be accepted to the NCAA school you plan to attend.
- » Complete your final NCAA-approved **core courses** as you prepare for graduation.
- » After you graduate, ask your high school counselor to upload your final **official transcript** with proof of graduation to your Eligibility Center account.

How to plan your high school courses to meet the 16 core-course requirement:

$$4 \times 4 = 16$$

9th GRADE

(1) English
(1) Math
(1) Science
(1) Social Science and/or other

4 CORE COURSES

10th GRADE

(1) English
(1) Math
(1) Science
(1) Social Science and/or other

4 CORE COURSES

11th GRADE

(1) English
(1) Math
(1) Science
(1) Social Science and/or other

4 CORE COURSES

12th GRADE

(1) English
(1) Math
(1) Science
(1) Social Science and/or other

4 CORE COURSES

CONTACT THE NCAA ELIGIBILITY CENTER

U.S. and Canada (except Quebec):
877-262-1492 (toll free), Monday-Friday
9 a.m. to 5 p.m. Eastern time



[@ncaaec](https://twitter.com/ncaaec) [@ncaaec](https://www.youtube.com/channel/UCncaaec) [@ncaaec](https://www.facebook.com/ncaaec) [@playcollegesports](https://www.instagram.com/playcollegesports)



ELIGIBILITY CENTER



Registration Checklist

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

Which Account Type Is Right for You?

1. Academic and Athletics Certification Account:

If you plan to compete at a Division I or II school, register for an Academic and Athletics Certification account. This account type (including completed [payment](#) or a processed [fee waiver](#)) is needed to go on Division I official visits, sign an athletics aid agreement for a scholarship and compete at a Division I or II school.

2. Athletics Certification Account: If you're an [international student-athlete](#) (first-year enrollee or transfer) enrolling at a Division III school, you must register for an Athletics Certification account (or use your existing Academic and Athletics Certification account) and receive your final athletics 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.

3. Profile Page Account: If you're not yet in high school or secondary school, 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 an Academic and Athletics Certification account once you are [recruited](#) by a Division I or II school.

ELIGIBILITY CENTER ACCOUNT TYPES			
In which division do you plan to compete?	Academic and Athletics Certification Account	Athletics Certification Account	Profile Page Account
Division I or II			
Before recruiting begins or middle school and younger students (domestic or international). Can be transitioned to a certification account when needed.			✓
High school student (domestic or international) enrolling for the first time at a Division I or II school.	✓		
Transferring from a two- or four-year college or university. (Check with the compliance office at the school you plan to 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).		✓	
High school student who was based and competed outside of the U.S. or participated on a sports team that that based and competed outside of the U.S.		✓	
Transferring from a two- or four-year college or university; attended domestic high school(s) only.			✓
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 a certification account when needed.			✓

*Students enrolling at a Division III school who have an existing Academic and Athletics Certification account should use that account and not create a new one.



Unsure **which account type** is right for you? Start with a **free Profile Page account**, then check with the compliance office at the NCAA school recruiting you. If you need assistance, contact the Eligibility Center 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.

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

Provide your name, gender, date of birth, primary and **secondary contact information** and address.

Use an email address 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 a sibling has registered with the Eligibility Center, use a different email address than the one they used.

List all U.S. and international secondary and high schools and additional programs you attended, even if you did not receive grades or credits. If you attended ninth grade at a junior high school in the same school system in which you later attended high school, the ninth-grade school should not be listed.

Select each sport you plan to participate in at an NCAA school. For **certification accounts**, list any teams you have practiced or played with, events in which you participated, expenses, awards and any individuals who advised you or marketed your athletic skills. This helps the Eligibility Center certify your athletics eligibility once you **request your final athletics certification**.

Certification account registration is complete once your fee is paid (or **fee waiver** is requested, if eligible). Pay online via debit, credit card or eCheck. Effective September 1, the fee for an Academic and Athletics Certification account is \$110 for **domestic students** and \$170 for **international students**. The fee for an Athletics Certification account is \$75. Profile Page accounts are free.

Contact the Eligibility Center 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.



Walk-on and “preferred” walk-on recruits must register with the Eligibility Center and meet initial-eligibility standards.

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

northerncommunityvpw@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.

Holland Patent College Course Offerings

Totals: 124 MVCC credits, 25 SUPA credits, 6 HC credits, 15 SC credits

ADVANCED PLACEMENT

	<u>MVCC Course #</u>
AP World: Modern (6 MV credits)	HI103, HI104
AP US History/Gov (6 MV credits)	HI111, HI112
AP Government (3 MV credits)	PS101
AP English Language and Composition	
AP Biology w/ Lab	
AP Calculus (4 MV credits)	MA151
AP English 10 Seminar	

SYRACUSE UNIVERSITY PROJECT ADVANCE

	<u>Course #</u>
SUPA English 12 (6 SU credits)	WRT105, WRT114
SUPA Presentational Speaking (3 SU credits)	CRS325
SUPA Physics (8 SU credits)	PHY101, PHY102
SUPA Chemistry (8 SU credits)	CHE106, CHE107

MOHAWK VALLEY COMMUNITY COLLEGE

	<u>Course #</u>
English 12 (6 MV credits)	EN101, EN102
MVCC Economics (3 MV credits)	BM101
MVCC Psychology (3 MV credits)	PY101
MVCC Sociology (3 MV credits)	SO101
MVCC Pre-Calculus (4 MV credits)	MA150
MVCC Inter. Math (4 MV credits)	MA115
MVCC Algebra/Trig (4 MV credits)	MA125
MVCC Statistics (3 MV credits)	MA110
Level 4 MVCC French 1 (3 MV credits)	FR191
Level 4 MVCC Spanish 1 (3 MV credits)	SP191
Level 5 MVCC French 1&2 (6 MV credits)	FR201, FR202
Level 5 MVCC Spanish 1&2 (6 MV credits)	SP201, SP202
Mandarin Chinese 3 (6 MV credits)	FL111, FL112
Mandarin Chinese 4 (6 MV credits)	FL211, FL212
MVCC Intro to Keyboarding (3 MV credits)	AA111
MVCC Intro to Business (3 MV credits)	BM100
MVCC Business Entrepreneurship (3 MV credits)	BM150
MVCC Personal Finance (3 MV credits)	BM108
MVCC Computers and Society (3 MV credits)	IS101
MVCC AutoCAD 1&2 (6 MV credits)	MT140, MT251
Drawing & Painting 2 or 3 (3 MV credits)	FA101
Drawing & Painting 2 or 3 (3 MV credits)	FA105
Computer Graphics 2 or 3 (3 MV credits)	GD145
Design Media Exploration (3 MV credits)	FA100
Fitness Center (3 MV credits)	PE154
Strength Training (3 MV credits)	PE111
Lifesaving (6 MV credits)	PE170, PE171

HERKIMER COLLEGE

	<u>Course #</u>
American Sign Language III (3 HC credits)	HU100
American Sign Language 4 (3 HC credits)	HU101

SUNY COBLESKILL

	<u>Course #</u>
Animal Science (3 SC credits)	ANSC101
Plant Science (3 SC credits)	ORHT105
Ag Business and Leadership (3 SC credits)	AGBU101
Intro to Food Science (3 SC Credits)	CAHT105
Small Animal Management (3 SC credits)	ANSC140

