



**College Counseling
Handbook
For WNA's
Graduating Class
Of
2021**

**A guide to a successful college
application process**

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Colora, MD 21917

College Board/CEEB/ACT Code: 210410

ETS test code: 1855

Where to Begin

You are about to embark on a family journey that caps off the college preparatory years, and one that should lead to a “natural fit” for higher education. While the college search can be a daunting process, many parents and students find the experience a welcome opportunity for self-assessment, exploration, discovery, and increased family communication. Although the road to college may be laced with a fair number of obstacles, some ambiguity, and even misfortunes, be assured that when these hurdles arise we will discuss them together, and our mutual solution can become one more building block in making informed decisions about enrollment in college. Your willingness as a family to research college options and grapple with issues will be most important in the months ahead. College admission is dynamic and ever-changing, so this should be a learning process for you.

All of us begin the college search with certain knowledge and insularity about which school to attend, for example, neighborhood favorite colleges, “family” school, best friends’ suggestions, or colleges regularly in the media. One of these colleges may well be the best match for you. However, part of my role is to act as a catalyst, encouraging you to read, explore, evaluate, and discuss a range of possible appropriate colleges. This exercise is vital because effort expended in the search phase should lead, in the end, to a list of thoughtfully chosen, suitable colleges.

Applying to college can be an enriching, exciting, and enlightening path to discover and explore your career and personal goals. If you spend at least 30 minutes per day completing necessary tasks, you will be able to manage the college application process successfully. The college application process may seem overwhelming, but by breaking down parts of the application by tasks, using the forms provided by the college office, keeping Naviance Family Connection updated, and meeting with Ms. Dvorak regularly, you will find success and not be as overwhelmed. It is imperative you take the lead in the process. YOU are applying to college. It is YOUR responsibility to meet all deadlines and complete all forms.

You are just beginning, but WNA’s college counseling office has experience in providing the foundation that will support a successful outcome for higher education. WNA’s college counseling office works closely with the academic office and our teachers to ensure students are receiving support within the classroom that relates to what they are learning about the college process.

What does the college counseling program look like at WNA?

Nottingham Open – Each grade level meets with the college counselor and attends workshops during Nottingham Open. Grade-level workshops:

- Grade 9 – Engage. Through personality assessments, games, and role-playing, students learn what is expected of them as a student who is building a strong college resume. Details covered: GPA, involvement, citizenship, teamwork, and leadership within our community.

- Grade 10 – Explore. The program expands on the grade 9 experience with a focus on self-discovery with an additional focus on what “natural fit” means and how to find it.
- Grade 11 – Examine. Students utilize Naviance Family Connection and other tools geared towards examining the programs and colleges that meet each student’s criteria. Students are informed of the junior overnight college tours, what to expect, and how to prepare.
- Grade 12 – Execute! The program offers a workshop focused on reviewing the college office policies and procedures, updating student resumes, completing the Common Application.

Junior and Senior College Seminar – WNA students take a college seminar during second semester junior year and first semester senior year. The curriculum is one that provides students the foundation, instruction, tools, and skills as they explore, apply, and commit to a college or university. The course and individual meetings with Ms. Dvorak provide WNA students and parents with support and guidance throughout the process.

As a WNA junior, you had one-on-one meetings with Ms. Dvorak and attended twice-monthly college seminars beginning in January 2019. The seminars covered:

- Naviance Family Connection
 - exploring and matching students interests and personality through assessments
 - exploring colleges using personal criteria in “*Supermatch College Search*”
 - creating a resume
 - reviewing GPA and test scores
 - viewing scattergrams on WNA student outcomes to various colleges (data from Class of 2006-2019)
- Department of Education’s Scorecard
- Essay writing session with instruction and support from WNA’s English Department
- Requesting Letters of Recommendation
- Application terms and styles
- Senior year timeline and forms

As a WNA junior you were also offered participation in the following:

- Meetings with the nearly 50 college representatives who visit WNA each year
- A national college fair hosted by NACAC in Baltimore, MD
- A WNA-hosted college fair in April 2019
- Visit and tour of the University of Pennsylvania, Jefferson University, Elizabethtown College, and West Chester University.

Senior College Seminar begins during the Nottingham Open. Be prepared to turn in to Ms. Dvorak your essay draft, updated resume in process, and college list. The senior college seminar will meet during designated H blocks. The remaining sessions will include matching the Common Application and Naviance, market yourself to colleges, college major exploration and course registration, FAFSA/CSS Profile overview, the midyear report, interview skills, etc. *Note to Seniors:* Senior College Seminar is not a time for you to complete your applications! It is

structured time, so please complete as much of your applications as possible before starting your senior year. The Common Application is available to you on August 1, 2020. Please complete each section, add colleges, and begin the supplement questions and essays.

Now a word to my seniors - Remember:

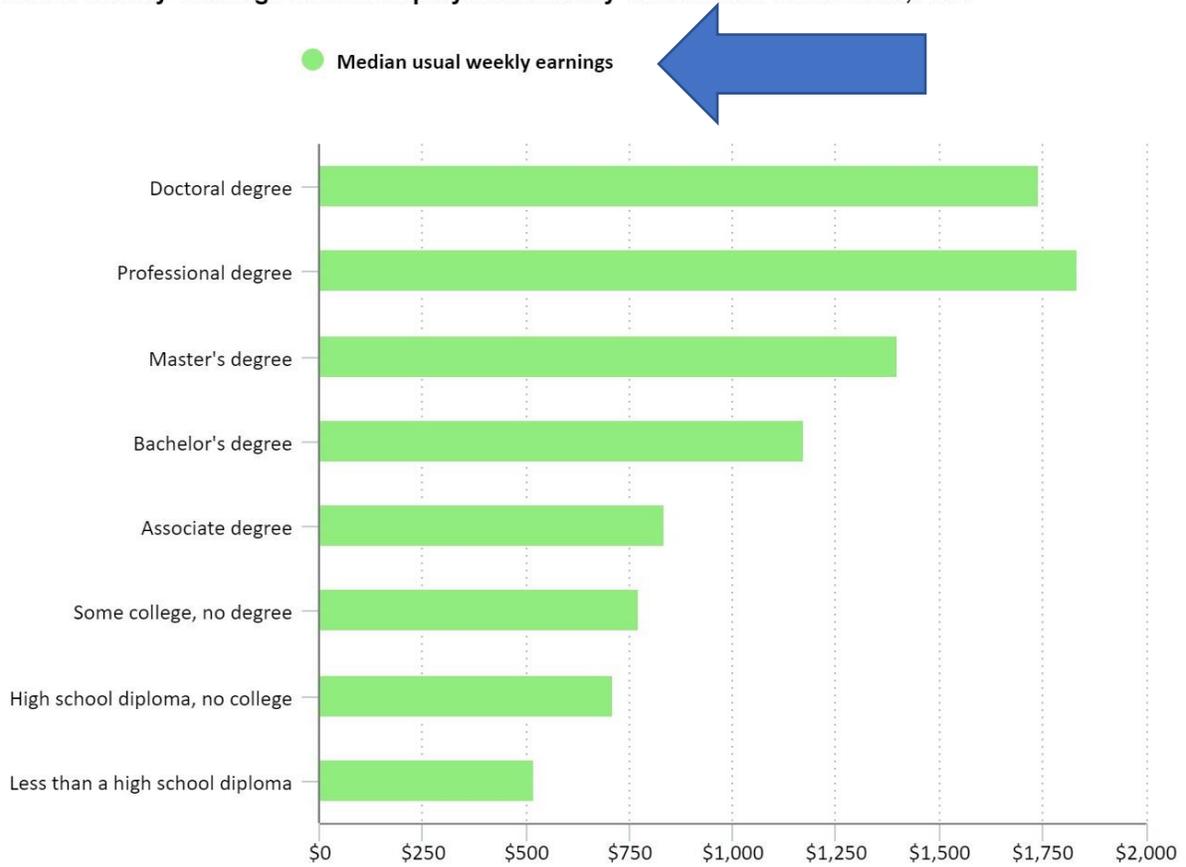
- You are not alone. Speak to your parents, counselor, teacher, advisor, and friends for assistance, support, and encouragement.
- You do not have to complete all the requirements overnight; however, you must dedicate many hours during the spring of your junior year, the summer and the fall semester completing the application so that you can accomplish your goals.

To assist you through the process:

- Applying to college is all about YOU! You are the one applying! You are the one that needs to be certain forms are completed on time, that teacher recommendations are in and processed; share your resume so informative, positive letters of recommendation can be written.
- Meet with Ms. Dvorak regularly. My door is always open to students and parents.
- Utilize Naviance Family Connection. The student must complete assigned tasks; take assessments, set career, explore majors and colleges, add colleges to “*colleges I am applying*” finishing all the information such as your interest level, application type (ED, EA, Reg, Rolling) and how you are applying (Common App, Coalition, School Application).
- Meet with College Representatives that visit WNA. Do not be shy! They want to get to know you. Now is the time to introduce yourself, ask questions, and show your interest in a college or university. Often, the representatives who visit WNA are the same ones reading your application. So, make a great first impression!
- Be proactive, not reactive. The more you prepare, you will have more success and less stress!
- Provide your counselor and teachers with a copy of your resume, list of colleges, and any other information that will assist them in writing a strong recommendation letter.
- Discipline Disclosure: College notification requirements apply to any students who have been placed on Disciplinary Probation or Suspension at any time during their high school careers. The College Advising Office helps students manage the process of disciplinary reporting to colleges, universities, and scholarship agencies. Observance of the college notification policy is a matter of honesty. As a member of NACAC (National Association for College Admissions Counseling), WNA reports to colleges and universities that the discipline occurred on the counselor evaluation forms but does not give details. The counselor works with the student in writing their explanation and what they learned from the situation.
- MEET DEADLINES set forth by this handbook to ensure all material reaches the colleges by the deadlines.
- Use this handbook and the forms provided! They were designed and provided to assist you in reaching your goals.

To encourage you and remind you why a degree is important, below is median weekly earnings (2017) for persons 25 and over from the US Department of Labor, US Bureau of Labor Statistics.

Median weekly earnings and unemployment rate by educational attainment, 2017



Minimum Education Requirements by Institution

Please confirm with each college or university program for school-specific requirements

Discipline	2-yr and 4-yr colleges, universities and Military Academies	Performing and Visual Art Colleges	Vocational and Technical Schools	Business Schools
English	4 years	4 years	4 years	4 years
Science (including lab sciences)	3-4 years including Biology, Chemistry, and Physics	3-4 years	1-3 years	1-3 years
Math	3-4 years (many requiring 4 years) including Algebra I and II, geometry, trigonometry, pre-calculus, calculus	3-4 years	2-4 years	3-4 years
History/Social Sciences	3-4 years	3-4 years	2-4 years	3-4 years
Foreign Language	2-4 years of the same language	2-3 years of the same language	2-4 years of the same language	3-4 years of the same language
Other Activities (including community service, and participation in clubs)	Music, art, dance, drama as well as community service hours	Music, art, dance, drama	Shop and skills courses a plus	Shorthand, accounting a plus

Example: The University of Maryland, College Park Application Requirements (the university expects you, at a minimum, to have completed the following coursework in high school):

- Four years of English
- Four years of math, including Algebra I, Geometry, and Algebra II. Students who complete Algebra II before their final year must complete the four-year mathematics requirement by taking a course or courses that utilize non-trivial algebra. Examples of courses meeting this requirement include Algebra II, Trigonometry, Precalculus, Calculus and successor courses, Statistics, and College Algebra.
- Three years of history or social science
- Three years of science in at least two different areas, with at least two lab experiences
- Two years of foreign language

STEPS TO COMPLETING THE COLLEGE APPLICATION PROCESS

1. Think about what YOU want and need in a college or university
2. Explore and think about your possible college major(s) and career(s)
 - a. Think about your interests, aptitude, personality, values, and learning style
 - b. Complete the personality and career assessments in Naviance Family Connection
3. Research colleges
 - a. Use Naviance Family Connection
 - b. Visit school websites
 - c. Meet admissions representatives when they come to WNA
 - d. Attend college fairs
 - e. Visit colleges
 - f. Talk to students that attend the school when possible
4. Make good college choices
 - a. Think about your personal, academic, and financial needs
 - b. Start out with 12-15 colleges and universities that meet your overall criteria
 - c. Ask yourself which colleges that you researched will satisfy your needs and offer the majors and programs which match your career choice.
 - d. Narrow down your list to 10 colleges and universities to which you will apply
5. Request Letters of Recommendation
 - a. Ms. Dvorak writes a letter for all seniors
 - b. Choose two teachers to write for you
 - c. Give them a copy of your resume and any teacher evaluation forms they need to complete
 - d. Make them aware of your college deadlines
 - e. Thank them!
6. Carefully complete your college application
 - a. Keep a file for each college application to assist you with organization
 - b. READ all the directions and requirements for each application
 - i. What are the freshman requirements – do you meet them?
 - ii. Do they require standardized test scores – did you send them?
 - iii. Do they require an essay and supplements?
 - c. Use the *West Nottingham Academy College Application Submission Cover Sheet* to track your progress of every part of the application.
 - d. There are several ways to apply to colleges. Decide whether you want to use an online or paper application if you are using the school's application or the Common Application, also how you will apply (ED, EA, Regular or Rolling* see the glossary in the back of this handbook). Make sure you have this set up correctly in Naviance Family Connection.
7. Write your essay(s), supplements, and short answer questions
 - a. Many colleges use the same or similar essay topics. Determine how many different essays you need. Utilizing the Common Application may reduce the need to have multiple essays.
 - b. Most well-written essays:

- i. Convey the uniqueness and individuality of the writer
 - ii. Are clearly organized
 - iii. Create vivid imagery
 - iv. Have correct grammar, sentence structure, and spelling
 - c. Most colleges suggest that essays be around 500 words; The Common Application requires essays to be between 250-650 words. Selective colleges may request longer essays. Please refer to individual college applications for details.
 - d. Proofread your writing for spelling and grammatical errors
 - e. Ask others to proofread for spelling and grammar but also for content. Get feedback but do not let others take your voice out of the essay. It is your essay and must show your uniqueness and point of view.
- 8. Market yourself to colleges
 - a. Marketing yourself to the colleges enable them to learn about you as an individual and not just another application that passes their desk. Give yourself a competitive edge over applicants by becoming your own public relations manager.
 - i. Build a strong resume – a strong resume highlights your accomplishments; it is not just a list of activities.
 - 1. Utilize Naviance Family Connection to build your resume to ensure you are not missing important information
 - ii. Create a portfolio of outstanding work you can share
 - iii. Meet with the representatives that visit WNA
 - iv. Attend college fairs and introduce yourself, ask pertinent questions, and follow-up by writing a thank you to the admissions representative.
 - v. Visit the admissions office when possible. (Bring back a business card for your college file.)
 - b. Practice interviewing skills
 - i. Some schools require an interview while others recommend it. It is usually to the students' advantage to interviewing at a school. You may also request to interview.
 - ii. Practice interviewing skills and questions that will help you impress the admissions representative.
- 9. Apply Early for Financial Aid
 - a. Use the FAFSA (Free Application for Federal Student Aid) to apply for financial aid. FAFSA opens on October 1. Complete the FAFSA early to maximize your potential to receive the most financial aid.
 - b. Also – be aware some schools will require the CSS profile
- 10. Make Your Choice
 - a. Review and analyze the financial aid packages from the colleges to which you were accepted.
 - b. Speak with your family and college counselor for assistance in understanding each offer.
 - c. Make your commitment by May 1!

COLLEGE APPLICATION PROCEDURES

The following procedures must be followed. Not adhering to these policies may delay the sending of your application and important documents. The college counseling office will not guarantee that applications materials will be sent on time if you do not submit a complete application by posted due dates.

You must email Ms. Dvorak and your other recommenders your resume by the end of your junior year. Letter writers may not accept a request to write a letter of recommendation after this date.

It is YOUR responsibility that colleges you list in Naviance Family Connection are accurate and are marked with how you will apply (early decision, early action, regular, rolling, as well as the type of application you are using (common app, coalition, school app, etc.).

The college counseling office will process ten (10) applications per student. Students' school account will be charged a \$50 processing fee per application processed over ten (10). We believe that when students research colleges properly and are serious about the process, they will not need to apply to more than ten schools.

There are routinely two (2) means to apply to a college. Ever-increasing online application opportunities join the traditional paper application. Each year, more colleges are added to the list of schools using the Common Application and the Coalition Application. Consider your options and execute the application that best serves you.

Key Points:

- **No application material will be submitted without a signed consent to release form** on file in the college counseling office.
- Maintain Naviance Family Connection. Always keep information up to date marking '*application submitted*' as you apply.
- Review the application requirements of each college carefully, and provide a **hard** copy of *West Nottingham Academy College Application Submission Cover Sheet* to the WNA college counseling office. This process must be followed for each application. ***The College Counseling office will not send any materials without this form.***
- Answer all questions accurately and honestly on every application. If a school asks about your disciplinary record, tell them. If they ask the college counseling office, we will respond accurately. See Ms. Dvorak for guidance.
- Pay close attention to how your colleges want to receive your official test scores. Most colleges and universities want these scores directly from the testing agency; **you** are responsible for contacting either ACT.org or CollegeBoard.com to make those arrangements. Sending scores is completed online.

- Bring all forms required with a copy of the *WNA College Application Submission Cover Sheet* to the college office at least one week before the application deadline. Many colleges have their own teacher and school counselor recommendation forms that need completion. Also, be aware that many Common Application schools require completion of a Supplemental Form.

Additional Information for International Students

Colleges may require the following items for international students:

- Copy of your passports
- Copy of the 1-20
- Certification of financial ability to pay the tuition
- Original bank statements
- TOEFL scores

International students should apply early so they have ample time to get these documents, which may have to be sent by mail from their parents. We strongly urge that a complete set of copies of the above items be kept on file in the college counseling office.

The following school contact information for your college applications:

College Counselor: Yvonne Dvorak, ydvorak@wna.org

Title: Director of College Counseling & Registrar

Mailing Address: 1079 Firetower Road, Colora, MD 21917

Phone: 410.658.5556

Fax: 866.224.7814

School website: www.wna.org

College Board/CEEB/ACT Code: 210410

ETS Code: 1855

Other information normally required on an application:

- West Nottingham is using a semester system.
- West Nottingham Academy does not rank.
- West Nottingham Academy GPA scale is 4.0.

WNA College Counseling Office Due Dates and Deadlines Quick list

Document/Application	College Due Date	WNA Deadline
Colleges you are applying to	In Naviance Family Connection	September 30
Resume	Email to Ms. Dvorak and teachers who are writing your letters of recommendation	September 15
Early Decision (ED) Early Action (EA) Public State College & University Priority Deadline	Oct 15-Dec 1 Nov 1-Dec 15 Nov 1	September 30 September 30 September 15
All other applications Regular and Rolling	December 1 – Rolling	November 22
Free Application for Federal Student Aid (FAFSA)	October 1	

2020-2021 Calendar for The College Admissions Process

NOTE THIS HAS CHANGED DUE TO COVID

*****Missing material submission deadlines noted below means the College Counseling office may not be able to meet college application deadlines*****

August 1	Common Application becomes available. Start early and arrive at school with family history completed.
August 29	SAT (see "Test Information" page)
September	Meet with College Counselor to review Naviance; college list, resume, etc.
September 5	TOEFL (see "Test Information" page)
September 5	ACT (see "Test Information" page)
September 30	Early Decision/Early Action/Priority applicants: notify College Counseling Office and submit the WNA College Application Submission Cover Sheet.
October 1	FAFSA available
October	National College Fair, Convention Center, Baltimore
October 3	SAT I/SAT II (see "Test Information" page)
October 10	TOEFL (see "Test Information" page)
October 24	ACT (see "Test Information" page)
November 1	Most E.D./E.A./State College Priority applications due to colleges
November 7	SAT I/SAT II (see "Test Information" page)
November 22	Deadline: All application Submission Cover Sheets due to college office for all remainder college applications.
December 5	SAT I/SAT II (see "Test Information" page)
December	ACT (see "Test Information" page)
December 16	All College Applications Submitted!
February	ACT (see "Test Information" page)
March	SAT – <i>note no Subject tests</i>
April 1 – 15	Watch your mail and check email frequently! Notify College Counseling office of ALL application results and scholarship offers.
May 1	DECISION DAY!! Final decisions due to all colleges and the College Counseling office. This notification will determine where official final high school transcripts are sent in June.

Senior Year Timeline

*Adapted from STEP BY STEP: COLLEGE AWARENESS AND PLANNING: LATE HIGH SCHOOL
National Association for College Admission Counseling (NACAC)*

August/September

- Register for standardized testing: TOEFL, SAT, SAT IIs, ACT This will be your last opportunity before November Early Action and Early Decisions deadlines.
- Take a look at some college applications and consider all of the different pieces of information you will need to compile.
- Take every opportunity to get to know colleges. Meet with college representatives who visit WNA during the fall, attend local college fairs, visit campuses (if possible).
- Narrow down your list of colleges and begin to consider “likely,” “match,” and “reach” schools.
- Make sure you have the application and financial aid information for each school. Find out if you qualify for any scholarships at these schools.
- Complete a *West Nottingham Academy College Application Submission Cover Sheet* for each college or university to which you are applying.
- Create a checklist and calendar to chart:
 - Standardized test dates, registration deadlines, and fees
 - College application due dates
 - Financial aid application forms and deadlines
 - Other materials you’ll need for college applications (recommendations, transcripts, essays, etc.)
- Some schools require the CSS/Financial Aid Profile. Register as early as September.
- Finalize your college essay. Many schools will require that you submit at least one essay with your application.
- Request letters of recommendations from teachers, school counselors, or employers.

October

- Some colleges will have deadlines as early as this month. These would include Rolling Admission, Early Decision, and Early Action deadlines.
- The FAFSA (Free Application for Federal Student Aid) will be available October 1. Visit www.fafsa.gov to complete this application. State-funded grant programs have limited funds, so the earlier you apply, the better your chances of getting the grant money. And the sooner you complete it, the sooner you will have an idea of your financial aid options. Watch the mail for your Student Aid Report (SAR)—it should arrive four weeks after the FAFSA is filed or watch your email if you filed electronically.
- Research possibilities for scholarships. Ask your counselor, colleges, and religious and civic groups about scholarship opportunities. There are also some useful scholarship websites, including Fastweb (www.fastweb.com) and The College Board (<http://bigfuture.collegeboard.org/scholarship-search>). You should never pay for scholarship information.

November

- Many popular and selective colleges will have application deadlines as early as Nov. 1. Others have deadlines later in November and December. Keep track of and observe deadlines for sending in all required fees and paperwork.
- Finalize and send early decision or early action applications this month. Have a parent, teacher, counselor, or another adult review the application before it is submitted.
- Every college will require a copy of your transcript from your high school. If you attended another high school other than WNA in grades 9-12, you must bring at least two original transcripts to be submitted to colleges.
- Send test scores directly from testing companies (ACT, SAT, TOEFL) to the colleges to which you are applying. Contact the College Board to send SAT, SAT Subject Exams, and contact the ACT to submit ACT scores to your colleges. Send the scores early because it takes at least three (3) weeks for your scores to arrive to the colleges.
- Submit a *West Nottingham Academy College Application Submission Cover Sheet* for **each and every** college and university to which you are applying **no later than November 22!** **ALL APPLICATIONS MUST BE SUBMITTED BY DECEMBER 15**
- Student-athletes who plan to participate in Division I or Division II sports in college need to complete and submit the NCAA Clearinghouse Form (National Collegiate Athletic Association). The NCAA Clearinghouse website will also inform you of your rights and responsibilities as a student-athlete. Student-athletes should discuss their options with their athletic coaches and Ms. Dvorak.

December

- Prepare for exams and complete all semester one-course work for a strong first semester. First-semester grade reports are sent to the colleges to which you have applied in January.
- Begin to organize regular decision applications and financial aid forms, which will be due in January and February.

January

- If necessary, register for the February ACT (some colleges will be able to consider it).
- Ask your counseling office in January to send first semester transcripts to schools where you applied. At the end of the school year, they will need to send final transcripts to the college you will attend.

February/March/April

- Don't slack in the classroom while most of your applications are complete, and you are waiting to receive admission decisions. The college that you do attend will want to see your second semester transcript. ***No senioritis!***
- Acceptance letters and financial aid offers will start to arrive. Review your acceptances, compare financial aid packages, and visit your final choices, especially if you haven't already.

- Give copies of your acceptance letters and scholarship awards to the college counseling office.

May

- May 1 is the date when the college you plan to attend may require a commitment and deposit.
- When you've made your college decision, notify your counselor and the colleges. Send in your deposit by the postmark date of May 1. If you've been offered financial aid, decide which offer to accept and follow the instructions given. Also, notify schools you won't attend of your decision.
- Make sure you have requested that your final transcript is sent to the school you'll be attending.
- If you are "waitlisted" by a college you really want to attend, visit, call and write the admission office to make your interest clear. Ask how you can strengthen your application.

School Types

Colleges and Universities (4-year):

- Made up of divisions called schools or colleges
- Geared toward preparation for professional occupations such as accounting, engineering, and health services.
- Traditional classroom setting.
- Offer BA or BS degrees upon completion of the program.

Community and Junior College (2-year):

- Conveniently located in local communities.
- Specialize in college transfer programs often tied to four-year colleges.
- Usually, respond to local employment needs by offering courses in high-demand areas.
- Offer associate degrees or certificates upon completion of the program.

Comprehensive Institutions:

- Award baccalaureate degrees may also award associates degrees.
- Offer graduate degree programs primarily at the master's, specialist, or professional level, although one or two doctoral programs may be offered.

Military Academies:

- Combine education and training for the armed forces in large, structured institutions.
- Require serving at least four or six years as officers in exchange for four years of tuition-free education.
- Produce officers well-educated both academically and in the workings of the military.

Performing and Visual Arts Colleges:

- Universities, colleges, schools, and conservatories with programs of study in music, art, theater, dance, and related disciplines.
- Emphasize auditions and portfolio presentations.
- Offer degrees or professional degrees upon completion of the program.

Specialized Colleges:

- Concentrate their offerings in one or two specific areas.
- Include colleges offering studies in agriculture, technology, art/music, religion, business, engineering, health sciences, military, and teacher preparation.

Vocational, Technical and Business Schools:

- Specialize in trades or vocations by offering various courses and occupational programs.
- Offer skill training (welding, cooking, and hairstyling) required for a specific job.
- Offer certificates upon completion of the training program.

Intercollegiate Sports

National Collegiate Athletic Association (NCAA)

Student-Athletes who plan to participate in Division, I or Division II sports in college, need to complete the NCAA Clearinghouse Form. The NCAA Clearinghouse website will also inform you of your rights and responsibilities as a student-athlete.

Student-athletes should discuss their options with their athletic coaches, the athletic director, and college counselor. You will need these individuals to work together to assist with your application.

To play intercollegiate sports at a Division I or Division II school, an athlete ***must register*** with the NCAA. Your grade point average (GPA) and standardized testing will be evaluated, and ***the NCAA must approve every course on your high school transcript***. This process takes a fair amount of time if your entire high school transcript is here at WNA. If you attended another high school, the approval process might take a very long time.

If you plan on being eligible to play Division I or Division II intercollegiate sports in college, you must inform the college counseling office as soon as possible but no later than January of your junior year. If you are applying to a college or university early in the fall, the NCAA notification needs to begin in the spring of your junior year.

Playing intercollegiate sports at a Division III school does not require registration with the NCAA.

Internet Resources

West Nottingham Academy College Counseling: www.wna.org/collegecounseling

Naviance Family Connection: <http://connection.naviance.com/wna>

Websites Focused on College Exploration

Naviance Family Connection college search tools: <http://connection.naviance.com/wna>

Center for Student Opportunity: www.imfirst.org

Coalition Application: www.coalitionforcollegeaccess.org

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

College Board: www.collegeboard.org

Colleges That Change Lives: www.ctcl.org

Hobsons' CollegeView: www.collegeview.com

KnowHow2Go: www.knowhow2go.org

Peterson's: www.petersons.com

The Common Application: www.commonapp.org

Undocumented Students: www.nacacnet.org/UndocumentedStudents

Universal College Application: www.universalcollegeapp.com

Financial Aid and Scholarship information

College ScoreCard: <https://collegescorecard.ed.gov>

CSS/Financial Aid Profile: <https://profileonline.collegeboard.org>

FAFSA4caster: www.fafsa4caster.ed.gov

Fastweb: www.fastweb.com

Federal Student Aid: <http://studentaid.ed.gov>

FindTuition: www.findtuition.com

Free Application for Federal Student Aid (FAFSA): www.fafsa.gov

Sallie Mae: www.salliemae.com

The Smart Student Guide to Financial Aid: www.finaid.org

Testing

ACT Fee Waiver: www.actstudent.org/fag/feewaiver.html

ACT: www.act.org

PSAT 10 and PSAT/NMSQT: www.psat.org

SAT Fee Waiver: www.sat.org/fee-waivers

SAT Prep from Khan Academy: www.satpractice.org

SAT: www.sat.org

TOEFL (Test of English as a Foreign Language): www.ets.org/toefl

Revolution Prep: <https://www.revolutionprep.com>

The Princeton Review: www.princetonreview.com

Non-Profit Organizations

First In The Family: www.firstinthefamily.org/highschool

Hispanic Association of Colleges and Universities: www.hacu.net

National Association for College Admission Counseling: www.nacacnet.org

National Association for Equal Opportunity in Higher Education: www.nafeonation.org

United Negro College Fund (UNCF): www.uncf.org

Athletics

Athletic Aid: www.athleticaid.com

National Association of Intercollegiate Athletics: <http://naia.org>

NCAA Eligibility Center: www.ncaa.org/eligibility-center

Careers

Naviance Family Connection: <http://connection.naviance.com/wna>

The Occupational Outlook Handbook: www.bls.gov/ooh

Roadmap to Careers: <https://collegeboard.roadtripnation.com>

International Collegiate Opportunities:

Foreign Study: <http://www.aifs.com>

Study Abroad Programs: <http://www.studyabroad.cm>

Canadian Colleges and Universities: <http://aucc.ca>

UK Colleges and Universities: <http://ucas.com/studyuk/index.html>

European Universities Consortium: www.european-universities.eu

College Board's College Prep Glossary

College Admissions from A to Z

www.collegeboard.com

What in the world is FAFSA? What's the difference between EA and ED? If you're asking yourself these questions, your child is probably in the middle of the college admissions process. From AP® to ROTC, it probably seems to you that the college admissions folks have a language all their own. So, if you're wondering whether the NMSQT is a test or a furry animal, this glossary is for you.

Accreditation: Official recognition that a college, university, or trade school has met the standards of a regional or national association.

Advanced Placement Program® (AP®): Allows motivated high school students to take college-level courses in a high school setting. Thousands of colleges worldwide award credit, advanced placement or both to students with a qualifying score on AP Exams. AP Exams are scored 1 to 5, with 5 as the highest.

American College Test (ACT): The ACT is a college entrance exam administered by the American College Testing Corporation that measures educational development in English, mathematics, social studies, and the natural sciences. Scores are reported as 1 to 36, with 36 as the highest. Most colleges accept scores from either the ACT or SAT®.

Articulation: An agreement between a two-year and four-year college within the same state that allows a two-year college student automatic admission to a four-year college if she completes the required courses.

Arts and Sciences: A college course of study that includes the humanities, social sciences, natural sciences, mathematics, foreign languages, and fine arts.

Associate Degree: Awarded by a college or university after satisfactory completion of a two-year program of study.

Award Letter: A document issued to a student financial aid recipient that indicates the type, amount, and disbursement dates of the funds awarded for various financial aid programs.

Bachelor's Degree: Awarded by a four-year college or university after satisfactory completion of a program of study.

Campus-Based Aid: Financial assistance for students and their families administered by a college. Funds, regardless of their source, are awarded to students by the college's financial aid office, and not by a state, federal, or private agency.

Candidates Reply Date Agreement (CRDA): Allows a student to defer attendance decisions at participating colleges until May 1. This agreement gives students time to get responses from most of the colleges they have applied to before deciding on one.

Coalition: The Coalition for Access, Affordability, and Success was developed to improve the college application process for all students as they search for and apply to their perfect college. The platform provides a single, centralized toolkit for students to organize, build, and refine their applications to over 70-member institutions; including the University of Maryland, College Park who utilizes the Coalition application exclusively.

<http://www.coalitionforcollegeaccess.org/>

College Board: A national nonprofit membership association whose mission is to prepare, inspire and connect students to college and opportunity. The College Board administers the PSAT/NMSQT®, SAT®, SAT Subject Tests™, Advanced Placement Program® (AP®), CLEP®, College Scholarship Service® (CSS®), and CSS/Financial Aid PROFILE®.

College-Level Examination Program® (CLEP®): A credit-by-examination program that helps students of all ages earn college degrees faster by getting credit for what they already know. By receiving a satisfactory score, a student can earn from 3 to 12 college credits toward a college degree for each CLEP she takes, depending on the exam subject.

College Scholarship Service® (CSS®): A service of the College Board that assists postsecondary institutions, state scholarship programs, and other organizations in the equitable distribution of student financial aid funds by measuring a family's financial strength and analyzing its ability to contribute to college costs.

Common Application: A standard application form accepted by approximately 700 colleges instead of their own form. Available in high school guidance offices and online. Go to www.commonapp.org.

Consortium: A group of colleges or universities that offer joint programs that allow students to share facilities and course offerings at member campuses. Consortia are generally made up of neighboring schools.

Cooperative Work-Study Education: A full-time paid employment related to a student's field of study. The student alternates between work and full-time study. As a result, the bachelor's program usually takes five years to complete.

CSS/Financial Aid PROFILE®: A financial aid form produced by the College Board required for students seeking aid at approximately 10 percent of the nation's four-year colleges (including the most highly selective institutions).

Deferral: When a student's application for early decision or early action is postponed and will be considered with the regular applicant pool.

Deferred Admission: Allows an accepted student to postpone admission for one year.

Demonstrated Need: The difference between the family contribution as established on the Expected Family Contribution (EFC) and the total cost of attending college.

Early Action (EA): A program that gives special consideration to a student who applies for admission by a specified date, usually in early fall. Students are not obligated to enroll if admitted (also known as early notification).

Early Decision (ED): A program that gives special consideration to a student who applies for admission by a specified date, usually in early fall. Students are obligated to enroll if admitted and to withdraw applications from other institutions.

Educational Testing Service (ETS): A nonprofit organization that develops college entrance tests, including the SAT and SAT Subject Tests, for the College Board, and the TOEFL test.

European Universities Consortium (EUC): Established by a group of European Universities who recognized they had something in common. All of the universities teach in English and have an international student body. In addition, they hold top positions in international rankings. Included in the consortium: Bocconi University in Italy, Carl Benz School and Jacobs University in Germany, Ecole Hoteliere De Lausanne in Switzerland, IE University in Spain, Modul University in Austria, Tilburg University in Netherlands, and Versalius College Brussels in Belgium. www.european-universities.eu

Expected Family Contribution (EFC): The amount a family can reasonably be expected to pay for one year of college.

529 Savings Plans: A state-operated investment plan that gives families a federal tax-free way to save money for college. Officially known as qualified tuition programs (QTPs).

4-1-4 System: An academic calendar consisting of two semesters made up of four months each, with a short winter term of one month in between.

Free Application for Federal Student Aid (FAFSA): The need analysis form produced by the U.S. Department of Education that is required for students seeking aid by nearly all colleges and universities. Complete the FAFSA online at www.fafsa.ed.gov.

Grade Point Average (GPA): Indicates a student's overall scholastic performance. It is computed by assigning a point value to each grade.

Greek System: Fraternities and sororities on campus, whose names originate from letters in the Greek alphabet.

Humanities: Courses focusing on human culture, including philosophy, foreign language, religion, and literature.

Independent Study: Allows a student to earn credit through self-designed coursework, which is usually planned and evaluated by a faculty member.

Khan Academy: A 501(c)(3) non-profit company with a mission to provide a free, world-class education to anyone, anywhere. Khan Academy offers personalized learning experience for in math, science, computer programming, history, art history to name a few in addition to test prep <https://www.khanacademy.org/>

Legacy: An applicant whose parents or grandparents are graduates of the college or university to which she is applying.

Liberal Arts: A course of study that includes humanities, social science, natural sciences, mathematics, foreign languages, and fine arts.

Major: Area of concentration in a particular field of study. Usually, students specialize in their majors during their junior and senior years at college.

National Collegiate Athletic Association (NCAA): A member-led organization dedicated to the well-being and lifelong success of college athletes. <http://www.ncaa.org/student-athletes/future>

National Merit Scholarship Program: A scholarship program based mostly on scores from the PSAT/NMSQT. Each year, National Merit students receive scholarships ranging from several hundred dollars to full costs of attendance.

Need-Blind Admissions: A policy in which colleges make admissions decisions without taking into account an applicant's financial circumstances. Schools that subscribe to this policy do not necessarily offer aid to meet the full need of an accepted applicant.

Open Admissions: Schools that take any high school graduate until all the openings are filled. Almost all two-year colleges have an open admissions policy.

Preferential Packaging: A policy in which the most desirable applicants get the best financial aid packages.

PROFILE: A financial aid form produced by the College Board required for students seeking aid at approximately 10 percent of the nation's four-year colleges (including the most highly selective institutions).

PSAT/NMSQT®: The Preliminary SAT/National Merit Scholarship Qualifying Test is a standardized test that provides firsthand practice for the SAT® and SAT Subject Tests™. It also gives students a chance to qualify for National Merit Scholarship Corporation's (NMSC) scholarship programs. All WNA sophomores and juniors take the PSAT in October. WNA's college counselor will register students.

Quarter System: Divides the nine-month academic calendar into three equal parts of approximately 12 weeks each. Summer sessions, if any, are usually the same length.

Registrar: College official who registers students. The registrar may also be responsible for keeping permanent records, maintaining student files, and forwarding copies of students' transcripts to employers and schools.

Reserve Officers' Training Corps (ROTC): Combines military education with college study leading to the bachelor's degree. For students who commit themselves to future service in the Army, Air Force, Navy, and Marines, there is usually an offer of financial aid. Not all schools offer ROTC. If you are interested in ROTC, tell your counseling at the beginning of the college search.

Residency Requirements: Length of time stipulated by colleges or universities that students must spend on campus taking courses. The term also refers to time families or students must reside in a state before being considered eligible for state aid.

Revolution Prep: Provides individual instruction for subject support and test prep. ADD WEBSITE

Rolling Admissions: Admissions procedure by which the college considers each student's application as soon as all the required credentials have been received (e.g., school record, test scores). The college usually notifies applicants of its decision without delay.

SAT® (SAT Reasoning Test™): A 3 hour and 45-minute exam that measures the critical thinking skills needed for academic success in college. It measures skills in three areas: critical reading, mathematics, and writing. CHECK THIS FOR UPDATED INFORMATION

SAT Subject Tests™: One hour, primarily multiple-choice tests that measure achievement in specific subject areas. Subject tests are often required for admissions to selective colleges and universities.

Semester System: Divides the academic year into two equal segments of approximately 18 weeks each. Summer sessions are shorter but require more intensive study.

Student Aid Report (SAR): The form sent to families in response to submission of the Free Application for Federal Student Aid (FAFSA) indicating the Expected Family Contribution (EFC).

Student Search Service® (SSS®): A free information service for students who take the PSAT/NMSQT, SAT, or AP Exams. By participating in Student Search Service, students let colleges, universities, and scholarship programs know they are interested in hearing from them.

Test of English as a Foreign Language (TOEFL): An exam required by almost all U.S. colleges and universities for students whose principal language is not English. The test is made up of three multiple-choice sections: listening comprehension, structure and written expression, and reading comprehension.

3-2 Program: A program offering students three years of study in a liberal arts field followed by two years of professional or specialized study (e.g., engineering, teaching, nursing, business administration). The student is awarded two degrees upon successful completion of the program.

Transcript: Official record of a student's coursework at a school or college. A high school transcript is generally required as part of the college application process.

Semesters: An academic calendar that is divided into three equal terms or semesters.

Tuition Tax Credits: Allow you to subtract, on a dollar-for-dollar basis, the amount of the credit from your total federal income tax bill.

Undergraduate: A college student earning a bachelor's degree.

Waitlist: A list of applicants who may be considered for acceptance if there is still space after admitted students have decided whether or not they'll attend.

Work-Study: A federally funded program in which students take campus jobs as part of their financial aid package. To participate in a work-study program, students must complete the FAFSA.

Yield: Percentage of accepted applicants who enroll at a college.

ZeeMee: ZeeMee is a free service that gives students the ability through images and video to document their story. The platform can be used from grades 9-12 and serves as a storage locker that can be shared with colleges. <https://www.zeemee.com/>

West Nottingham Academy College Application Submission Cover Sheet

One form must be completed for ***EACH*** college/university you are applying to and is **DUE 14 DAYS before the application deadline OR by November 22, 2020**, for all other application deadlines

Your Name: _____ Date of Birth: _____
 College/University: _____ Application Deadline: _____

You may not submit this form UNLESS you have completed all steps in the order listed below:

- | |
|--|
| 1. Added this college to Naviance AND updated your interest level YES _____ NO _____ |
| 2. Marked application submitted in Naviance with how applied (school app or CA) YES _____ NO _____ |

WRITE LEGIBLY!

<p>College Info.</p> <p>EARLY DECISION:</p> <p>If applying ED, did you complete the ED agreement? YES _____ NO _____</p>	<p>Circle your level of interest in this college: 1st high medium low</p> <p>Circle application plan name: ED EA Regular Decision Rolling Admission</p> <p>Specific school or program: _____</p> <p>Did you visit? Yes, Date _____ (provide business card)</p> <p>Do you need to submit an art portfolio? YES _____ NO _____ N/A</p> <p>Do you need to audition? YES _____, Deadline _____ NO _____ N/A</p> <p>Entered interview date in Naviance journal YES _____ NO _____ N/A</p> <p>Are you aspiring to play NCAA college sports? YES _____ NO _____</p> <p>Have you registered with the NCAA? YES _____, date _____ No _____</p> <p>Have you talked to your coach? _____ Do you have a game video? _____</p>	<p>Any contacts at the college?</p> <p>Admissions Counselor _____</p> <p>Coach _____</p> <p>Faculty _____</p> <p>Friend _____</p> <p>Other _____</p>
<p>SCORES</p> <p>Test scores must be submitted directly by the testing agency to the college. YOU must request and pay for the score reports to be submitted to each school</p>	<p align="center">Standardized Testing</p> <p align="center">Circle your response and complete date information.</p> <p>ACT: Date Sent _____ Not sending _____ Date retaking: _____</p> <p>SAT: Date Sent _____ Not sending _____ Date retaking: _____</p> <p>SAT II: Date Sent _____ Not sending _____ Date retaking: _____</p> <p>TOEFL: Date Sent _____ Not sending _____ Date retaking: _____</p> <p>If you are not submitting scores, you must send something else (graded writing sample, portfolio) and have you submitted it? YES NO</p> <p>Please explain why you are going test optional and what you are submitting.</p> <p>_____</p> <p>_____</p>	<p>List SAT II Subject test and scoring</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>International Students:</p> <p>TOEFL Score & Date</p> <p>_____</p> <p>_____</p>
<p>Applications</p> <p>How much is the application fee? _____</p> <p>How did you pay it?</p> <p>SSA</p> <p>Credit card</p> <p>Fee Waiver</p>	<p>Are you using Common Application (CA) YES _____ NO _____</p> <p>Date Submitting CA _____ Supplements _____</p> <p>How are submitting your application? Online or Paper</p> <p>If you are not using CA, what type of application are you using? (college's own application, either electronic or paper, VIP, Priority, etc.) _____ Date Submitting _____</p> <p>Does the college require the counselor to print and complete a specific form? NO YES, if yes, please attach it to this form or provide web link here _____ Date emailed to Ms. D _____</p>	<p align="center">OVER</p> <p align="right">→</p>

Extra Materials	<p>Are you submitting a resume? YES or NO Are you submitting an essay? YES or NO Are you submitting a portfolio? YES or NO</p> <p>Who has written a teacher recommendation for you? List in preference for this application: Teacher One: _____ Teacher Two: _____</p> <p>Does your application require a special email link to be sent to all recommenders? YES or NO</p> <p>***Stop here if you are not sending outside recommendations***</p> <p>Do you have outside recommendations or certificates to send? YES or NO</p> <p>Does Ms. Dvorak have an electronic copy of all the above if sending? List what you are provided to the counselor in the box to the right.</p>	List of electronic materials provided to Ms. Dvorak:
Financial Aid And Scholarships	<p>Are you applying for need-based financial aid? YES or NO</p> <ul style="list-style-type: none"> ✓ Student signed up for a FAFSA username and password ✓ Parent(s) signed up for a FAFSA username and password ✓ This college requires the CSS Profile YES or NO <p>College's deadline for submission of financial aid forms? _____</p> <p>What forms do they require? _____</p> <p>Are you applying for merit-based scholarships? YES or NO</p> <ul style="list-style-type: none"> ✓ YES, additional application needed ✓ NO, there is no additional application for scholarships 	<p>What materials need processed to be considered for merit scholarships?</p> <p>Date Due: _____</p> <p>Date Completed: _____</p>
Test and other accommodations	<p>Do you receive test accommodations at WNA? YES or NO</p> <p>If yes, are you informing this school? YES or NO</p> <p>Are you requesting accommodations at the college level? YES or NO</p>	SEE Ms. Dvorak or the CLC Director if you have questions.
International Students Additional Information Required	<p>Items you need:</p> <ul style="list-style-type: none"> ✓ Electronic Copy of your passport (front cover, bio and photo page) ✓ Copies of I-20 and I-94 ✓ Bank Statement and/or financial forms ✓ Transcripts from other schools <p>Items this school requires:</p> <ul style="list-style-type: none"> ✓ International Student Supplement Form: YES or NO ✓ Financial Certification Form: YES or NO ✓ Bank signed statement: YES or NO 	<p>Submission Date(s): _____</p> <p>Financial Certificate: _____</p> <p>Bank Statement: _____</p>
COMMENTS	<p>Use this box to make special requests, inform the counselor of contacts or problems involving your application to this school.</p>	<p>Please keep Naviance and Ms. Dvorak up-to-date so your application material gets to the college at the same time.</p>