

# WASHINGTON TOWNSHIP HIGH SCHOOL

## Postsecondary Planning Guide



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# WTHS School Counseling Department

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#### **District Vision**

*The Washington Township school district will promote a safe, inclusive environment that embraces differences and provides varied experiences to help all students build an academic foundation that will develop critical thinking skills, interpersonal skills, social and emotional intelligence, and the confidence to be ethical, responsible, and productive citizens in a global society.*

#### **District Mission**

*E<sup>4</sup>*

*Excellence through Equity, Engagement, and Environment*

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# CHOOSING A POSTSECONDARY PLAN



Be actively involved in planning your future and be ready to ask and answer questions. Design a Personalized Student Learning Plan with your WTHS Counselor to match your interests.

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## JUNIOR YEAR

### Preparing To Decide

#### Ask yourself questions:

- Should I further my education or service my country?
- Which colleges or technical/trade schools do I want to visit?
- Where would I like to go to school?
- What do the materials and websites show?
- How do my transcript and test scores measure me?
- Who is going to pay for my education?
- Am I a student-athlete who has reviewed [NCAA Eligibility Center](#)?
- How can I use [Naviance](#) to fit my needs?
- When do I take the [PSAT](#), [SAT](#), [ACT](#), or [ASVAB](#)?

## SENIOR YEAR

### Making Decisions

#### Do tasks early:

- Talk to your WTHS Counselor and make sure you will earn 120 credits to graduate.
- Discuss plans with your parent.
- Speak to college, technical/trade school, or military representatives.
- Communicate with coaches/recruiters about student-athlete opportunities.
- Attend career and college fairs.
- Visit campuses.
- Read websites.

### Applying To Schools

#### Follow through carefully:

- Take [SAT](#) or [ACT](#).
- Submit college, technical/trade school, or military applications electronically.
- Write essays and get school counselor and teacher recommendations.
- Schedule interviews.
- Keep track of deadlines and requirements.

# APPLYING TO SCHOOLS



Know your responsibilities and commitments through the process. Your WTHS Counselor is ready to assist you.

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## STUDENT RESPONSIBILITIES

- Plan your course of action carefully.
- Use the [WTHS Counseling Webpage](#).
- Complete school or military applications and [ASVAB](#) – Add your list in [Naviance](#) under “colleges” tab.
- Review [NCAA Eligibility Center](#) steps, if a student-athlete.
- Meet all school or military application deadlines.
- Complete [Senior Transcript Release forms](#).
- Send official [SAT](#) or [ACT](#) scores directly to schools.
- Be responsible for all letters of recommendation – At least two teachers and your WTHS counselor.
- Complete [Naviance](#) resume under “about me” tab.
- Report acceptances and rejections to school counselor and in [Naviance](#).
- Adhere to [Naviance](#) scholarship deadlines.

## PARENT TASKS

- Plan a family visit to colleges, technical/trade schools, or military offices.
- Use the [WTHS Counseling Webpage](#).
- Speak with the WTHS Counselor to clarify your child's potential and decisions.
- Attend evening parent presentations.
- Assist in college, technical/trade school, or military exploration and application.
- Discuss financial resources with your child.
- Be aware of expense for application fees and test fees.
- Complete appropriate financial aid forms.
- Review [NCAA Eligibility Center](#) steps if your child is a student-athlete.
- Make sure deadlines are met.

## SCHOOL COUNSELOR ROLE

- Be available for consultation with student and parent.
- Keep student and parent aware of trends and general information.
- Direct student and parent to access the [WTHS Counseling Webpage](#) resources.
- Arrange for WTHS Career & College Fair.
- Assist student and parent in using [Naviance](#) and other resources.
- Submit school records to college, technical/trade schools, or military.
- Provide financial aid and scholarship information.

# PLAN OF ACTION CALENDAR



These are important dates and points to keep in mind. Regularly schedule appointments with your WTHS Counselor to discuss your plan and ask pertinent questions.

---

## JUNIOR YEAR

### SEPTEMBER

- Double check your courses/schedule for accuracy to ensure your program of study meets college, technical/trade school, or military requirements.
- Regularly visit the [WTHS Counseling Webpage](#).
- Register on [Total Registration](#) for your [Advanced Placements exams](#), if applicable.

### OCTOBER/NOVEMBER

- Concentrate on grades and postsecondary career exploration.
- Take the [Preliminary SAT/National Merit Scholarship Qualifying Test](#). This test familiarizes you with the SAT, points out areas of strength or deficiency, and may provide recognition for educational achievement.
- Complete [Camden County College High School Plus application](#), [Rowan College of South Jersey](#) or [Stockton University](#) for dual credit courses, if applicable.

### DECEMBER/JANUARY

- Discuss [PSAT score results](#) with your WTHS Counselor and parent.
- Utilize [Naviance](#) to search schools and careers.
- Become familiar with websites and other resources.

### FEBRUARY

- Consult with your WTHS Counselor regarding tentative postsecondary school lists or military options.
- Begin to research colleges, technical/trade schools, or military on your list.
- Take advantage of [Naviance](#) personality and learning surveys to better understand yourself.
- During scheduling advisement appointments, be sure your program of study meets your postsecondary schools' admission requirements and academic units.

### MARCH/APRIL

- Register for [SAT](#) or [ACT](#).
- Review websites of programs, scholarships, and financial aid.
- Attend the Career & College Fair at WTHS with your parent.
- Attend career and college fairs with your parent or through school opportunities.
- Plan to visit college campuses or technical/trade schools with your parent and arrange appointments with admission counselors.

## **MAY/JUNE**

- Take the [SAT](#) or [ACT](#).
- Take [Advanced Placement exams](#), if applicable.
- Work on your [Naviance](#) resume.
- Contact WTHS Counselor and at least two teachers for letters of recommendation.
- Plan to visit college campuses or technical/trade schools with your parent during the summer and arrange appointments with admissions counselors.

## **JULY/AUGUST**

- Register for the [SAT](#) or [ACT](#).
- Seek employment to help meet college expenses and provide work experience, attend a college summer program or perform community service.
- Talk with parent about finances.
- Begin working on college application essay.
- Complete [Naviance](#) resume.

## **SENIOR YEAR**

### **SEPTEMBER**

- Begin college, technical/trade school, or military applications.
- Start your school, [Common Application](#) or [Coalition Application](#).
- Begin the [CSS Profile](#) for scholarships, if necessary.
- Register for [SAT](#) or [ACT](#).
- Check [FairTest](#) for colleges that are SAT or ACT optional.
- Adhere to all school or military application deadlines – Add your list in [Naviance](#).
- Have teachers upload and send their letter of recommendation in [Naviance](#).
- Attend the Senior Postsecondary Planning Night at WTHS.
- Register on [Total Registration](#) for your [Advanced Placements exams](#), if applicable.

### **OCTOBER**

- Register for [SAT](#) or [ACT](#).
- Register for [WTHS On-Site Instant Decision Days](#).
- Attend career and college fairs.
- Meet with college, technical/trade school, or military representatives.
- Inform your WTHS Counselor of any early decision or early action applications and [Senior Transcript Release forms](#).
- Attend the Financial Aid Meeting at WTHS.
- Create a [FSA ID](#) and begin your [FAFSA](#).

### **NOVEMBER**

- Attend career and college fairs.
- Register for [WTHS On-Site Instant Decision Days](#).
- Meet with college, technical/trade school, or military representatives.
- Take the [SAT](#) or [ACT](#).

- Complete [Camden County College High School Plus application](#), [RCGC](#) or [Stockton University](#) for dual credit courses, if applicable.
- Explore scholarships on [Naviance](#).

### **DECEMBER**

- Take the [SAT](#) or [ACT](#).
- Explore scholarships on [Naviance](#).
- Colleges will inform Early Decision and Early Action applicants of acceptance status.

### **JANUARY**

- Be aware that a pattern of declining grades may jeopardize your acceptances.
- Explore scholarships on [Naviance](#).
- Some colleges will begin sending letters of acceptance.

### **FEBRUARY**

- Be aware that a pattern of declining grades may jeopardize your acceptances.
- WTHS Counseling Office will send Mid-Year Reports to your colleges.
- Continue to explore scholarships on [Naviance](#).
- Some colleges will begin sending letters of acceptance.

### **MARCH**

- Be aware that a pattern of declining grades may jeopardize your acceptances.
- Register on [Total Registration](#) for your [Advanced Placement exams](#), if applicable.
- Complete your [Naviance](#) WTHS General Scholarship For Seniors application.

### **APRIL/MAY**

- If you were refused admission to a college or technical/trade school of your choice, see your WTHS Counselor.
- Be aware that a pattern of declining grades may jeopardize your acceptances.
- Make any last-minute college or technical/trade school visits, if needed.
- Pinpoint the college or technical/trade school of your choice and notify accordingly by the candidate reply date agreement deadline on May 1<sup>st</sup>. Place tuition deposit, determine housing, attend orientation, and take placement tests, if applicable.
- Send an email of regret to colleges you choose not to attend.
- Take [Advanced Placement exams](#), if applicable.

### **JUNE**

- Complete all WTHS Counseling Office information on [Naviance](#) concerning your post-graduation plans and set “attending college” (include all schools and/or military).
- Final transcripts will be sent to the college or technical/trade school you plan to attend.
- **Congratulations, WTHS Graduate!**



# EXAMINE SCHOOLS CAREFULLY



While conducting your research of schools, consider the following criteria: location, size, reputation, campus living, social life, student body, and expenses. Use the charts below to guide you through the process and the [Naviance](#) college search to offer you options.

## LOCATION

Where a school is located might be important to you and your family, your budget, and your way of life.

| HOW MUCH DOES IT MATTER TO YOU THAT THE SCHOOL IS... | VERY IMPORTANT | SOMEWHAT IMPORTANT | NOT IMPORTANT |
|--|----------------|--------------------|---------------|
| • Located in or near a large urban area.             |                |                    |               |
| • Located in or near a small town.                   |                |                    |               |
| • Located near other schools.                        |                |                    |               |
| • Located near someone special.                      |                |                    |               |
| • Located close to your family.                      |                |                    |               |
| • Located far from your family.                      |                |                    |               |

## SIZE

Schools vary in size ranging from enrollments of a few hundred to enrollments over 40,000. There are differences between schools of different sizes.

| AT A LARGE SCHOOL DOES IT MATTER...                                  | VERY IMPORTANT | SOMEWHAT IMPORTANT | NOT IMPORTANT |
|--|----------------|--------------------|---------------|
| • Not being known by everyone.                                       |                |                    |               |
| • Having available more specialized areas to study.                  |                |                    |               |
| • Having more course offerings to choose from.                       |                |                    |               |
| • Having available more extracurricular activities.                  |                |                    |               |
| • Having more organizations on campus to choose from.                |                |                    |               |
| • Having larger, more specialized libraries.                         |                |                    |               |
| • Having more sophisticated laboratories and research opportunities. |                |                    |               |
| • Having updated technology.   |                |                    |               |

| AT A LARGE SCHOOL DOES IT MATTER...   | VERY IMPORTANT | SOMEWHAT IMPORTANT | NOT IMPORTANT |
|---|----------------|--------------------|---------------|
| • Being able to meet students from a greater variety of backgrounds, countries or areas of the country. |                |                    |               |
| • Having exposure to faculty from different countries and many backgrounds.                             |                |                    |               |
| • Having exposure to distinguished professors.  |                |                    |               |
| • Being part of a larger student body.  |                |                    |               |
| • Having availability to attend an athletic event.  |                |                    |               |
| • What else? Think.   |                |                    |               |
| • Being in smaller classes.   |                |                    |               |
| • Having a more personalized atmosphere.  |                |                    |               |
| • Being known by more people.   |                |                    |               |
| • Enjoying more discussion in small classes.  |                |                    |               |
| • Being close to professors and students.   |                |                    |               |
| • Having access to more individualized attention.   |                |                    |               |
| • Having more opportunity to individualize your program.  |                |                    |               |
| • Having more opportunity to participate individually in sports, clubs, and student government.         |                |                    |               |

## **REPUTATION**

The school's reputation as well as the availability of special programs allows a student to shape his/her education and, therefore, prepare for a career.

| DOES IT MATTER...   | VERY IMPORTANT | SOMEWHAT IMPORTANT | NOT IMPORTANT |
|---|----------------|--------------------|---------------|
| • Going to a school which is well known.                      |                |                    |               |
| • Going to a school associated with a religious organization. |                |                    |               |
| • Going to a school with no religious affiliation.            |                |                    |               |
| • Attending a single-gender college.                          |                |                    |               |

| DOES IT MATTER...  | VERY IMPORTANT | SOMEWHAT IMPORTANT | NOT IMPORTANT |
|--|----------------|--------------------|---------------|
| • Going to a school with a high rate of retention.   |                |                    |               |
| • Being in a school that is co-educational.  |                |                    |               |
| • Going to a school that is highly selective.  |                |                    |               |
| • Going to a school that will allow you to shorten your education by accelerating.   |                |                    |               |
| • Going to a school that has self-designed majors.   |                |                    |               |
| • Going to a school that has coordinated programs with other schools.  |                |                    |               |
| • Going to a school that has a cooperative education program.  |                |                    |               |
| • Going to a school that offers study abroad.  |                |                    |               |
| • Having ROTC programs available.  |                |                    |               |
| • Having independent study programs available.   |                |                    |               |
| • Having medical and/or counseling services available.   |                |                    |               |
| • Getting employed after 1 or 2 years of school.   |                |                    |               |
| • Getting prepared for technical or skilled occupations.   |                |                    |               |
| • Going to one school and then transferring to another school.   |                |                    |               |
| • Having a school program with less emphasis on a broad liberal arts education and more emphasis on specific career preparation. |                |                    |               |
| • Having a graduate school program.  |                |                    |               |

## **RESIDING ON CAMPUS**

How you eat and where you sleep could be important.

| DOES IT MATTER...   | VERY IMPORTANT | SOMEWHAT IMPORTANT | NOT IMPORTANT |
|---|----------------|--------------------|---------------|
| • Living in a co-ed dormitory.                                  |                |                    |               |
| • Living in a single-gender dormitory.                          |                |                    |               |
| • Living with a roommate of one's choosing.                     |                |                    |               |
| • Living in an assigned room.                                   |                |                    |               |
| • Living at a school where most of the students live on campus. |                |                    |               |
| • Living in gender inclusive housing.                           |                |                    |               |
| • Living in recovery housing away from substance use.           |                |                    |               |
| • Living in off-campus housing.                                 |                |                    |               |
| • Having available vegan, vegetarian, or kosher food.           |                |                    |               |

## **SOCIAL LIFE**

The social life of a particular school can be an advantage or disadvantage.

| DOES IT MATTER...  | VERY IMPORTANT | SOMEWHAT IMPORTANT | NOT IMPORTANT |
|--|----------------|--------------------|---------------|
| • Having social fraternities or sororities available.  |                |                    |               |
| • Having little or no social fraternities or sororities available.   |                |                    |               |
| • Having student publications available.   |                |                    |               |
| • Having access to weekend activities and social life.   |                |                    |               |
| • Having cultural activities, such as, community concerts, plays, art exhibits, films available on campus. |                |                    |               |
| • Having interscholastic activities available.   |                |                    |               |
| • Having intramural activities available.  |                |                    |               |
| • Having fitness facilities available.   |                |                    |               |
| • Having religious services available on or near the campus.   |                |                    |               |

## **STUDENT BODY**

The types of students you attend school with could affect your learning and career preparation.

| DOES IT MATTER....  | VERY IMPORTANT | SOMEWHAT IMPORTANT | NOT IMPORTANT |
|---|----------------|--------------------|---------------|
| • Going to school with my friends.                                      |                |                    |               |
| • Meeting a culturally diverse population.                              |                |                    |               |
| • Going to school with students from different geographic areas.        |                |                    |               |
| • Going to school with students with similar political or social ideas. |                |                    |               |
| • Going to school with social, party-loving students.                   |                |                    |               |
| • Going to school with diligent, intellectual students.                 |                |                    |               |

## **EXPENSES**

In addition to tuition, room and board, there are many other financial factors to consider when totaling the costs of going to college.

| DOES IT MATTER...  | VERY IMPORTANT | SOMEWHAT IMPORTANT | NOT IMPORTANT |
|--|----------------|--------------------|---------------|
| • Being able to get a part-time job on or off campus.                        |                |                    |               |
| • Traveling to and from home.  |                |                    |               |
| • Paying fees for labs, equipment, and some special degrees.                 |                |                    |               |
| • Purchasing technology.   |                |                    |               |
| • Purchasing special clothing for campuses in extremely hot or cold regions. |                |                    |               |
| • Maintaining an adequate social life.                                       |                |                    |               |

# CRITERIA USED FOR ADMISSIONS

Consider these evaluative areas and be aware most schools prefer a holistic approach.

---



## **Academic Record**

- Your courses
- Your grades and overall Grade Point Average (GPA)

## **Application and Essays**

- A carefully prepared application including honors and awards received in high school along with a well-written, thoughtful essay will improve your chances of admission.

## **Entrance Exam Scores**

- [SAT](#) or [ACT](#) and [SAT Subject Tests](#)
- Check which schools are optional at [FairTest](#)

## **Extracurricular Record**

- Be involved in some out-of-class activities either at school or in the community. Colleges will look for where you have made a significant contribution.

## **Work Experience**

- Your employment record could provide information about your skills, commitment, and sense of responsibility.

## **Recommendations**

- Observations of your school counselor, teachers, and other references can be very important in a college's evaluation of you.

## **WTHS School Profile**

- Colleges make evaluations of high schools, looking at things like programs, subjects, Honors/AP courses, and number of college-bound students.
- We send our [School Profile](#) with your transcript.

## **Personal Interview**

- Can be used as an evaluative process to discuss your accomplishments and goals.

## **Competition, Geographic, and Other Considerations**

- Most colleges accept a limited number of students. This affects your chances of acceptance so apply early.
- Many schools attempt to get a diverse student body and have geographic or other distributional considerations.

# HOW TO RESEARCH SCHOOLS



Below are suggested questions to ask the representatives when you are visiting their school.

---

## **STUDENT BODY**

- What kind of student is a good match for your school?
- What is the average class size for freshmen?
- Is the population diverse?
- What is the student-faculty ratio?
- Is anyone from WTHS enrolled in your school now?

## **ADMISSION REQUIREMENTS**

- What was your freshmen class profile?
- How many people applied for admission last year?
- How many did you admit?
- When must applications be filed?
- When are applicants notified of your decisions?
- What personal qualities are you looking for in your students?
- How large of a role do test scores play in admission decisions?
- Does your school offer Early Action or Early Decision applications?
- Are transfer students accepted?

## **CAMPUS LIFE**

- Are living accommodations available for four years?
- How many students live on campus?
- How many students stay on campus on weekends?
- Is the college located in a small town, rural area, or city?
- How is transportation to and from campus?
- What athletic activities are available?
- What campus organizations might I join?
- What do students like best about your school?
- What do they like least?
- What are drug and alcohol policies?
- Are medical services available?
- What security measures have been implemented to protect student safety?

## **ACADEMIC PROGRAM**

- Must I declare my major as a freshman?
- If I am still undecided about my major, what help will I be able to receive?

- What are your most popular majors?
- Are there internship opportunities in my field?
- Which departments are the largest, strongest?
- What sets your school apart from others?
- Might I have night or Saturday classes?
- What are the percentages of freshmen that return their sophomore year?
- Can I get a bachelor's degree in fewer than 4 years?
- Can I complete a bachelor's degree in 4-5 years?
- What percentage of your students continue to graduate school?
- What is the job placement rate after graduation?



# THE SCHOOL APPLICATION INTERVIEW



Use this information to plan and practice for an interview. This may increase your chances of being accepted.

---

## **UNDERSTAND THE INTERVIEW**

### **What is an interview?**

- A chance for you to meet with someone who represents the school
- It is a way of presenting additional information about you

### **Who conducts the interview?**

- Director of admissions
- Admissions staff
- Instructors
- Upper-level students
- Local alumni representatives

### **Why interview?**

- May be required
- May be helpful to present yourself in person
  - What kind of person you are
  - What kind of student you are

### **Schedule Your Interview**

Do this during the time classes are in session on campus. You'll get a feel for the campus atmosphere and perhaps have an opportunity to talk with students or visit classes.

### **They Might Ask...**

- Why come to this school?
- Did you get what you wanted out of high school?
- How did you contribute to your high school?
- What do you do in leisure time?
- What do you like to read?
- What are your plans after postsecondary school?
- How will our school help you with these plans?
- Are your grades and test scores an accurate indication of your abilities?
- How would you describe yourself?
- How would people describe you?
- What do you do in the summer?
- What is your family like?

- What current issues concern you?
- Can you tell me what is happening in the world?
- Who is your hero and why?
- What have you done in the last year to help other people?

#### **You Might Ask...**

- What is special about your school?
- How is your school different from any other school?
- Which departments are strong and why are they strong?
- Do your graduates find jobs? Do you help them find jobs? With whom do they find jobs?
- If I am still undecided concerning my major, what help will I be able to get?
- What matters socially to your students?
- How current is your technology?
- If my academic record is acceptable to your school, what personal qualities are you looking for in your students?
- What are your research opportunities?
- How would you evaluate my school record?
- Would I be acceptable?
- Should I apply?

#### **DO:**

- |                      |                                   |
|----------------------|-----------------------------------|
| • Arrive on time     | • Answer all questions            |
| • Dress neatly       | • Leave parent outside the office |
| • Relax, be yourself | • Be prepared to answer questions |

#### **DON'T:**

- |                      |                              |
|----------------------|------------------------------|
| • Prolong the visit  | • Boast                      |
| • Dress too casually | • Use inappropriate language |

# PREPARE YOUR APPLICATION



The application is a major part of your presentation and reflects in writing who you are. Admission Committees receive a strong impression about you from your application.

---

## SUGGESTIONS FOR COMPLETING APPLICATIONS

- CEEB Code for Washington Township High School is 311364.
- Allow yourself sufficient time to go online to college websites to complete applications. A "rush job" results in careless errors. Work at home, alone, in a quiet place where you can give the job the consideration it deserves.
- Create a [Common Application](#), [Coalition Application](#), or [commonblackcollegeapp](#) account.
- Read directions carefully; follow them accurately.
- Answer all questions on the form and think about your answers before you begin to write.
- Write rough drafts to all essay questions first. Ask your counselor or English teacher to review these drafts before writing them on the application form.
- Make your answers truthful, specific, and concise.
- If an application fee is required use a credit card or fee waiver.
- Complete a [Senior Transcript Release form](#) to allow the School Counseling Office to release your transcripts to schools.
- Obtain a social security number, which most schools will use for identification purposes.
- Keep a record of all usernames and passwords.

## ERRORS TO AVOID IN APPLICATIONS

- Avoid spelling errors; use spell check.
- Do not use slang.
- Do not use the ampersand (&). Write out the word "and".
- Do not use abbreviated words:

### Avoid

phys.ed.  
eng.  
C.Y.O.  
O.K.

### Use

physical education  
engineer  
Catholic Youth Organization  
Satisfactory

- Do not use local names which have no meaning to the institution:

### Avoid

PAWS  
Pieces  
Musket

### Identify Activities As

School Service Organization  
Literary Magazine  
Yearbook Committee

# MAKE THE MOST OF CAMPUS VISITS



Follow these recommendations to gather as much information as possible.

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- If possible, visit a school during the school year to get the best picture of what life is like on campus. During the summer students may not be around and other key people may not be available.
- Winter and Spring breaks in the junior year is a good time to start visiting campuses.
- Ideally, visit two campuses per day. Try not to squeeze in more than three schools in the same day.
- Prepare for a campus visit by learning about the college in advance. Read brochures and information at the school's website.
- Contact the school's admissions office before your visit. The office will be able to inform you of activities available for prospective students. In addition, the office's knowledge of your genuine interest in the school could increase your chances of being admitted.
- Take notes to register your impressions of a campus. Consider photographing campus sights.
- A visit could include an interview and/or a question-and-answer session with an admissions officer, a guided tour, a meal in a dining hall, an overnight stay with a student host, a meeting with a professor and/or coach, and an appointment with the financial aid office. Sit in on one or more classes, talk to students, check out the bulletin board to learn about campus life.
- If possible, schedule your interview toward the end of your visit. By that time, you will be more familiar with the campus and will appear as a better-informed applicant.
- Be prepared with questions to ask your student tour guide. Questions to ask might include:
  - Why did you choose this school?
  - What do you not like about this school?
  - What is the relationship between students and residents of the surrounding town?
  - What do students do on weeknights and weekends?
  - How much time do students spend studying and where do they study?

# LETTERS OF RECOMMENDATION



Begin this process toward the end of your junior year and solidify at the beginning of your senior year.

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## People To Use As References

- School Counselor
- Subject Teachers
- Coaches - Advisors
- Employer
- Community or Religious Leaders
- Peers, if requested

## Select The Right Person

- Knows you and your work
- Is reliable
- Will do his or her best to give positive statements

## What are the steps to follow?

1. Determine the people who will write your recommendations.
2. Approach your references and ask if they would be willing to complete the recommendation form at least one month before the deadline.
3. Should they be willing, give the forms directly to them after filling in any information you must provide. Note: [Naviance](#) has electronic forms for school personnel to complete.
4. Make them aware of deadlines and any other important facts.
5. Students must update teacher recommendation requests in [Naviance](#).
6. Express your thanks in a note.
7. Let them know when you are accepted into a school.

## TEACHER RECOMMENDATIONS

Teachers are frequently asked the following questions:

- In what subject did you teach this student?
- How long have you known this student, and in what context?
- What are the first words that come to mind to describe this student?
- In what grade level(s) was the student enrolled when you taught him/her?
- List the courses in which you have taught this student, including the level of course difficulty.
- Additional comments that address what you think is important about this student, including a description of academic and personal characteristics, as demonstrated in your classroom. We welcome information that will help us to differentiate this student from others.

# THE SCHOOL APPLICATION ESSAY



Take time to research essay topics and develop several drafts before finalizing.

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**Before you write anything, read the directions and determine the requirements.**

- Are there space limitations or may additional information be submitted?
- How many essays must you write?

**Write a rough draft, put it aside, and then rewrite it.**

- Did you answer the question?
- Is it your best writing?
- Did you give examples?
- Is the content truly yours?

**Ask someone to read and help you proofread your essay.**

- Check sentence structure, punctuation, and spelling.
- Determine if the essay fits the designated space and adjust content, font (not too small) or handwriting accordingly.
- Proofread your final copy and maintain a copy of it. You may be able to use the same essay on another application, or you may want to read over the essay before going for an interview.

## **SOME STANDARD ESSAYS PROMPTS**

- Some students have a background, identity, interest, or talent that is so meaningful they believe their application would be incomplete without it. If this sounds like you, then please share your story.
- The lessons we take from failure can be fundamental to later success. Recount an incident or time when you experienced failure. How did it affect you, and what did you learn from the experience?
- Reflect on a time when you challenged a belief or idea. What prompted you to act? Would you make the same decision again?
- Describe a problem you've solved or a problem you've like to solve. It can be an intellectual challenge, a research query, an ethical dilemma – anything that is of personal importance, no matter the scale. Explain its significance to you and what steps you took or could be taken to identify a solution.
- Discuss an accomplishment or event, formal or informal, that marked your transition from childhood to adulthood within your culture, community, or family.

**Not all applications require essays. They may require a personal statement. Here are some things to consider when writing a personal statement.**

Why do you want to go to a particular school?

In answering this question, avoid clichés such as:

- "To get further education." (This is obvious)
- "To make new friends."
- "To improve myself." (In what respect do you seek improvement?)
- "To have the experience of living away from home."
- "It's a good school."
- "I've wanted to go ever since I can remember."
- "I would like to go to school in New England."

More plausible reasons are:

- "I looked over many websites and decided that (name of school) offers the course which best prepares me for a career in medical technology, business administration, etc."
- "My counselor recommended it to me as a school which would suit my needs."
- "I have visited the school and feel that its location, size, and types of courses are what I am looking for."
- "A graduate of your school recommended it to me."

**DO:**

- Be direct and concise.
- Use humor and anecdotes.
- Be personal and natural.
- Be neat and careful.
- Proofread.
- Take lots of time to write.

**DON'T:**

- Ramble on and off the topic.
- Boast, be too serious.
- Be impersonal or phony.
- Be sloppy.
- Make errors.
- Wait until the last minute.

# MEETING SCHOOL COSTS



A careful examination of your resources and family financial status will help to determine what you can reasonably afford.

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Explore information and appropriate financial options on [Higher Education Student Assistance Authority](#) and [Federal Student Aid](#).

Some annual school costs may exceed \$45,000 for private colleges. In-state public schools tend to be more reasonably priced if you stay in-state. There is a pool of money available to students, but you must pursue it using the sources below.

## **THERE ARE FIVE TYPES OF FINANCIAL AID**

The largest source of aid is the federal government, followed by colleges, state governments, and private sources:

- [Loans](#) – Money borrowed at low interest rates ([subsidized](#) - need based, [unsubsidized](#) - non-need based)
  - [Federal Consolidation Loan](#)
  - [Federal Perkins Loan](#)
  - [Direct PLUS Loan](#)
  - [NJ Class Loan](#)
- Scholarships – Aid given because you meet certain standards
  - Local, state, national scholarships available via [Naviance](#)
  - Check [Fastweb](#), [RaiseMe](#) or [Scholarship.com](#) for available scholarships
  - School-based Scholarships via [Naviance](#) or WTHS General Scholarships For Seniors application
- [Federal Work-Study](#) – Job located at the school
- Grants – Need-based gift aid
  - [Federal Pell Grant](#)
  - [Federal Supplemental Education Opportunity Grant \(FSEOG\)](#)
  - [Tuition Aid Grant \(TAG\)](#)
- Benefits – Aid you and your parents are entitled to such as Veterans' Benefits

## **FAFSA**

To find out if you can receive financial aid, you must file the [Free Application for Federal Student Aid \(FAFSA\)](#) after October 1<sup>st</sup> of your senior year and apply for a [FSA ID](#). After completion, you will receive a [Student Aid Report \(SAR\)](#) and [Expected Family Contribution \(EFC\)](#).



## **ADDITIONAL SOURCES**

Some schools may also require completion of the [CSS Profile](#) in the fall of your senior year or their own institutional financial aid application. [NJ STARS](#) is an opportunity for students who rank in the top 15% of their class for students who want to attend their local two-year community college tuition-free. The U.S. Department of Education offers the [Net Price Calculator](#) to estimate school costs.

## **FINANCIAL AID AWARD LETTER**

Whether you can receive financial aid is determined by your financial need. Financial need is the difference between your total expenses for college and what you and/or your family can afford to pay. The Cost of Attendance (COA) is the total direct cost (tuition, room, board, etc.) of one year's education. You may receive award letters from different schools and compare the information such as loans, affordability of aid over times, and like terms. Use the [US Department of Education - College Financing Plan Template](#) to assist you.

## **WTHS FINANCIAL AID INFORMATION**

The [WTHS Counseling Webpage](#) offers financial aid information. There you will find current information on financial aid program sources and websites for the academic year including postings on our [Naviance](#) scholarships.

Parents should plan to attend the WTHS Counseling Office Financial Aid Meeting in November which you will be notified via email and our [WTHS Counseling Webpage](#) of the date and time.

In addition, we offer WTHS General Scholarships For Seniors application in the winter of senior year. Please make sure to review the information on [Naviance](#) and adhere to the deadline.

## **OTHER FINANCIAL AID SOURCES**

You will be expected to use a portion of your summer earnings as well as your savings and assets. Your family will be expected to use a portion of its income and resources.

For those who are not eligible for aid, there are self-help sources such as:

- Flexible Payments
- Home Equity Loans
- Credit Lines
- Insurance Policies

# COMPARE YOUR SCHOOLS



A good school fit is one that will meet all of your needs and specific criteria below.

| THE SCHOOLS OF MY CHOICE LISTED BY PRIORITY ARE: | LOCATION | MET WITH REPRESENTATIVE | CAMPUS VISIT | INTERVIEW |
|--|----------|-------------------------|--------------|-----------|
| Reach Schools                                    |          |                         |              |           |
| 1.   |          |                         |              |           |
| 2.   |          |                         |              |           |
| Realistic Schools                                |          |                         |              |           |
| 3.   |          |                         |              |           |
| 4.   |          |                         |              |           |
| 5.   |          |                         |              |           |
| Safety/Foundation Schools                        |          |                         |              |           |
| 6.   |          |                         |              |           |
| 7.   |          |                         |              |           |

| COMPARING YOUR SCHOOL ADMISSIONS:   | SCHOOL 1 | SCHOOL 2 | SCHOOL 3 | SCHOOL 4 |
|---|----------|----------|----------|----------|
| Essays required   |          |          |          |          |
| Application/Acceptance ratio  |          |          |          |          |
| Tests to be submitted<br>(SAT, ACT, SAT Subject Tests, ASVAB, Accuplacer) |          |          |          |          |
| Admission test score ranges   |          |          |          |          |
| Grades/GPA  |          |          |          |          |
| Letters of recommendations required                                       |          |          |          |          |
| Special admission plans – Rolling, Priority, Early Action, Early Decision |          |          |          |          |

| ACADEMIC LIFE:   | SCHOOL 1 | SCHOOL 2 | SCHOOL 3 | SCHOOL 4 |
|--|----------|----------|----------|----------|
| Majors offered which are important to me   |          |          |          |          |
| Special programs - study abroad, internships, unusual or accelerated degree programs, co-op? |          |          |          |          |
| What kind of calendar is available:<br>4-1-4, trimester, semester, etc.?                     |          |          |          |          |
| Student/faculty ratio?   |          |          |          |          |
| Is there a graduate program available<br>suitable to my intended program?                    |          |          |          |          |
| Access to technology?  |          |          |          |          |

| <b>STUDENT LIFE:</b>   | <b>SCHOOL 1</b> | <b>SCHOOL 2</b> | <b>SCHOOL 3</b> | <b>SCHOOL 4</b> |
|--|-----------------|-----------------|-----------------|-----------------|
| How many students are enrolled?  |                 |                 |                 |                 |
| How many undergraduates?   |                 |                 |                 |                 |
| How many freshmen?   |                 |                 |                 |                 |
| From which section of the country do students come?                              |                 |                 |                 |                 |
| How many females? How many males?  |                 |                 |                 |                 |
| How many students commute?   |                 |                 |                 |                 |
| How many students earn a degree?   |                 |                 |                 |                 |
| How many go on to graduate school?   |                 |                 |                 |                 |
| What athletic opportunities are open to me?                                      |                 |                 |                 |                 |
| What types of extracurricular activities appeal to me?                           |                 |                 |                 |                 |
| Can I live off campus?   |                 |                 |                 |                 |
| Are there any special requirements I should be aware of – chapel, curfews, etc.? |                 |                 |                 |                 |
| How ethnically diverse is the population?  |                 |                 |                 |                 |

| <b>LOCATION:</b>                 | <b>SCHOOL 1</b> | <b>SCHOOL 2</b> | <b>SCHOOL 3</b> | <b>SCHOOL 4</b> |
|----------------------------------|-----------------|-----------------|-----------------|-----------------|
| How far is it from my home?      |                 |                 |                 |                 |
| What city is nearby?             |                 |                 |                 |                 |
| Is it urban, suburban, or rural? |                 |                 |                 |                 |

| <b>COST/FINANCIAL AID:</b>                        | <b>SCHOOL 1</b> | <b>SCHOOL 2</b> | <b>SCHOOL 3</b> | <b>SCHOOL 4</b> |
|---|-----------------|-----------------|-----------------|-----------------|
| What is the total cost of attendance?             |                 |                 |                 |                 |
| How much will I need to spend for travel?         |                 |                 |                 |                 |
| Must I submit a CSS Profile in addition to FAFSA? |                 |                 |                 |                 |
| Is there a special financial aid application?     |                 |                 |                 |                 |
| What kinds of campus jobs are available?          |                 |                 |                 |                 |
| Can I get a work-study program?                   |                 |                 |                 |                 |
| What does the net price calculator indicate?      |                 |                 |                 |                 |
| How many students receive aid?                    |                 |                 |                 |                 |

# HANDLING SOCIAL MEDIA AND E-MAILS



Be aware that your electronic communication and profiles can be viewed by everyone including college representatives. Additionally, the nature of e-mail is informal compared to standard business mail, but when is informal too informal? Here are a few “do’s and don’t’s” to help with proper electronic communication.

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## **DO:**

- Choose an appropriate e-mail address. You may want to rethink inappropriate addresses.
- Remember that your e-mail messages may be added to your admissions file.
- Give your full name, address, phone number and high school on each message.
- Use salutations (e.g., Dear Admissions Officer).
- Spell check your e-mail and use proper punctuation.
- Be as polite and respectful in an e-mail as you would in a face-to-face meeting or telephone conversation.
- Check the e-mail address of the recipient before hitting the “send” button.
- Check the school’s website if you have a lot of questions before sending an e-mail. If you still have specific questions, it is better to call the school and have a conversation.
- Keep track of all e-mails.

## **DON’T:**

- Use all lower or uppercase letters; all lowercase letters are difficult to read and uppercase feels as if you are SHOUTING.
- Use “IMPORTANT INFORMATION!!!” or “Please read” as subjects for your e-mail. These are commonly used for “junk e-mail” or viruses.
- Send anything confidential in an e-mail. E-mail is more like a postcard than like a letter in a sealed envelope.
- Send blanket e-mails to a lot of schools at once. Do some research and then ask specific questions indicating genuine interest.

# GUIDING THE CAREER TECHNICAL & TRADE STUDENT



Speak about specifics with your WTHS Teachers and WTHS Counselor.

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- Visit the [Career One Stop](#) for more information.
- Visit the [Occupational Outlook Handbook](#) to assist in your search.
- Research schools and programs via [Naviance](#).

## **CERTIFICATE PROGRAMS**

You can study from a variety of programs below to start your new career:

- Business Careers
- Healthcare Careers
- Legal Careers
- Service Careers
- Technology Careers
- Wellness Careers

## **APPRENTICESHIP PROGRAMS**

A registered apprenticeship program is a great way to train for a career. You can earn a paycheck and get hands-on experience while building your skills.

- [The Finished Trades Institute](#)
- North America's Building Trades Unions – [Apprenticeship Readiness Programs](#)

## **ADULT CAREER PROGRAMS**

Below are examples of local programs to assist in your search:

- [Career Tech NJ](#)
- Camden County College – [Career and Technical Studies](#)
- Gloucester County Institute of Technology – [Adult Career-Technical Programs](#)
- Rowan College of South Jersey – [Career & Technical Education](#)
- [Pennco Tech](#)
- [Rizzieri Aveda School](#)
- [Universal Technical Institute](#)

# GUIDING THE MILITARY STUDENT



Speak about specifics with your WTHS AFJROTC Instructors and WTHS Counselor.

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- [ASVAB](#) is a multiple-aptitude battery that measures developed abilities and helps predict future academic and occupational success in the military.
  - Men 18 and older must register for the [Selective Service System](#).

## **MILITARY SERVICE ACADEMIES**

To be accepted into any service academy except for the Coast Guard Academy, you must first be nominated by either a United States Senator, United States Representative, or the Vice President of the United States who can nominate applicants to any academy except the Merchant Marine Academy.

Please use the links below to begin your research:

- |   |                             |
|---|-----------------------------|
| • <a href="#">United States Military Academy – Army</a>               | West Point, NY              |
| • <a href="#">United States Naval Academy – Navy and Marine Corps</a> | Annapolis, MD               |
| • <a href="#">United States Coast Guard Academy</a>                   | New London, CT              |
| • <a href="#">United State Merchant Marine Academy</a>                | King Point, Long Island, NY |
| • <a href="#">United State Air Force Academy</a>                      | Colorado Springs, CO        |

## **ROTC**

ROTC programs provide officer training for students during college, which could potentially be in exchange for scholarship money. In return, the students commit to serving for a set period of time after graduation. ROTC programs are offered at many schools and allow the student to have a traditional college experience while preparing for his or her future as an officer.

Please use the link below to begin your research:

- [ROTC Programs](#)

## **MILITARY ENLISTMENT**

Before choosing a Service branch, a potential recruit has to meet the Military's basic entrance requirements. (Each Service has different requirements, but some apply to the Military as a whole.) They include factors such as age, education level, physical condition, and United States citizenship status. Please use the links below to begin your research:

- [United States Army](#)
- [United State Air Force](#)
- [United States Navy](#)
- [United States Marine Corps](#)
- [United States Coast Guard](#)

# GUIDING THE STUDENT-ATHLETE



Speak about specifics with your WTHS Coach and WTHS Counselor.

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- Register on the [NCAA Eligibility Center](#) (Prospective Division I, Division II, Division III).
- Review more information on our [WTHS Counseling Webpage](#) and [WTHS Core Course GPA](#).

## **ACADEMIC SUCCESS**

- Team or overall athletic GPA
- Current athletes in your major – Major and athletic schedule may not match
- Support system – Advising, test taking, etc.
- Graduation rate
- Job placement rate and starting salary

## **ATHLETIC PROGRAM**

- Staffing
  - Full-time coaches
  - Trainers (10:1 decent ratio)
  - Administrators
- Athletic schedule
  - Group affiliation
  - Conference affiliation
  - Travel – Balancing with academics, accommodating teachers
- Program funding
  - Meals – Where do athletes eat? What is the budgeted amount for meals?
  - Equipment – Current, care given so no injuries
  - Conditioning – Are coaches available to work with students?

## **CAMPUS VISITS**

- Meeting the coaching staff
  - Who are you recruiting at my position?
  - Year of present person?
  - How many do you need at that position?
  - Are accommodations made for missed exams due to sports?
- Attend games or practice
  - How do the players respond to the coaching – especially at practice?
- Tour facilities
  - Critical – Visit pool, weight room, etc.
  - What is the quality?
  - Are facilities kept in good condition?
- Meet the players
  - Stay overnight

# GUIDING THE STUDENT WITH DISABILITIES

Speak about specifics with your WTHS Child Study Team Case Manager and WTHS Counselor.

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- Visit the [U.S. Department of Education Office of Civil Rights](https://www.ed.gov/office-of-civil-rights), individual school websites, and research the differences of an Individualized Education Plan (IEP) versus a Section 504 Plan.

## **ACADEMIC SUCCESS**

- Will I be denied admission because of my disability?
- Do I need to inform the school of my disability?
- Is there a department or person in charge of students with disabilities?
- What academic adjustments can be made for my classes?
- Do professors handle individual cases? Confidentially?
- Is it my responsibility to speak to each professor about my needs? Do you? If so, how is it handled?

## **SUPPORT PROGRAMS**

- What documentation should I provide?
- Who pays for a new learning, psychological, and social evaluations?
- Will I receive a Section 504 Plan? If so, who will write it? How often is it renewed?
- Is there tutoring provided by faculty or students?
- Are there any student peer groups for academic or personal needs?
- Is there a support counseling group?

## **CAMPUS VISITS**

- Meeting with division chair of students with disabilities
  - How long have you been here?
  - Do you have any success stories?
  - What are the challenges?
- Meeting with professors
  - How do you handle students with disabilities?
  - Do you have any success stories?
  - Have you had any problems?
- Meeting with students on campus who self-identify
  - Do you have any success stories?
  - Have you had any problems?



# GUIDING THE GAP YEAR STUDENT



This is a period of time, typically an academic year, taken by a student as a break between secondary and postsecondary school. Speak about specifics with your WTHS Counselor.

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## **PROGRAMS**

- [Americorps](#)  
Americorps places thousands of young adults into intensive service positions where they learn valuable work skills, earn money for education, and develop an appreciation for citizenship.
- [Gap Year](#)  
As an increasingly popular option, it provides time for traveling, volunteering, learning a new language, or experiencing any number of other activities for personal growth. This site will offer you a variety of what is available around the world.
- [CIEE](#)  
A gap year abroad is a unique opportunity to discover the world and find the right path for your future — at your own pace. Whether you choose to focus your experience on language proficiency, community service, or an internship, all programs combine classroom academics, cultural activities, and independent travel in many extraordinary destinations around the world.
- [Outward Bound](#)  
This is the place to master technical outdoor skills. To explore exotic places and remote wilderness locales. And to learn alongside the best instructors in the industry. With a focus on hands-on leadership training and an unwavering commitment to excellence, our Semester and Gap Year courses prepare students aged 18-30 for future success. With options that span the globe, these expeditions are far more than stamps in a passport; they are once-in-a-lifetime learning opportunities.
- [Semester at Sea](#)  
Go to class while sailing the sea, watch the sunset over the Indian Ocean or stare up at the Mediterranean stars. Whether in class, studying, or engaging in shipboard activities, you are always a few steps away from friends, the ocean, and a global perspective.

# GLOSSARY OF TERMS



The purpose for compiling this glossary of items is to clarify the new phrases and abbreviations which you are likely to encounter in the process. While this is by no means a complete list, it should prove more than sufficient in helping you to understand the terminology found on websites, brochures, and other literature.

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## ACT

A national college admissions examination that consists of the following subjects – English, Mathematics, Reading, Science, and Writing.

## Accuplacer

A suit of tests that quickly and accurately assess reading, writing, math, and computer skills. County colleges utilizes this assessment for course placement.

## **Admissions Office**

This office, located on the college campus, handles your entrance affairs. Most initial correspondence is directed to this office.

## Advanced Placement

A program created by the College Board, which offers college-level curricula and examinations to high school students who could earn college credits.

## **Apprenticeship**

An arrangement in which someone learns an art, trade, or job under a trade professional.

## **Associate Degree**

This is a two-year degree awarded by a community college, junior college, or technical college.

## **Bachelor's Degree**

This degree is awarded to a student who has completed four years of college work, generally at least 120 credit hours.

## **Bachelor of Arts**

This degree means that the student has concentrated, for the most part, in the humanities, social studies, world languages, literature, etc.

## **Bachelor of Science**

This degree indicates that the student has concentrated in the study of science, mathematics, technology, etc.

## **Candidate Reply Date Agreement**

The date by which applicants must reply to college offers of admission and submit a tuition deposit to secure a place in the freshman class by May 1.

### **Coalition for College Application**

An unprecedented coalition of over 140 diverse public and private colleges and universities has come together to improve college admission application process for all students. It has developed a free platform of online tools to streamline the experience of applying to college.

### **College Entrance Examination Board (CEEB)**

This group controls the administration of the PSAT, SAT, and AP. It is a subsidiary of Educational Testing Service (ETS).

### **Co-Educational School**

Both men and women are enrolled in the school.

### **College**

This is an institution of higher education offering instruction beyond 12<sup>th</sup> grade whose programs satisfy the requirements for degrees at the associate and/or baccalaureate level. Some colleges offer graduate programs. Colleges usually offer a wide range of degree programs with faculty whose duties include teaching and scholarly research.

### **College Board CSS Profile**

Nearly 400 colleges, professional schools, and scholarship programs use to award non-federal aid.

### **College Entrance Requirements**

These requirements vary from college to college, but basically consist of sixteen academic courses or units. A student carrying four major academic subjects per year, from ninth through twelfth grade, would complete sixteen units. The individual college may also require a specific number of courses in English, Math, Science, Social Studies, World Language, and Electives.

### **College Interview**

Some colleges require a personal interview with you before you are accepted. It is to your advantage to visit the college and talk to representative in the admissions office at the school of your choice.

### **College Scorecard**

Provided by the U.S. Department of Education it helps students and families with clear information through an interactive tool that lets them choose among any number of options based on their individual needs – including locations, size, campus setting, and degree and major programs.

### **Common Application**

It is a not-for-profit membership organization that, since its founding over 35 years ago, has been committed to providing reliable services that promote equity, access, and integrity in the college application process. We serve students, member institutions, and secondary schools by providing applications that students and school officials may submit to any of our 900 members. Membership is open to colleges and universities that promote access by evaluating students using a holistic selection process.

### **Common Black College Application**

Founded in 1998, the application allows students to apply to 65 Historically Black Colleges and Universities (HBCU) for one price.

### **Community or County College**

This type of institution is similar to a junior college; however, it is nonresidential and services students living in a particular area.

### **Credits**

These are a measure of value given to a course and usually indicate the number of hours (semester hours) per week the class meets.

### **Dean**

This is the title given to a college or university official who supervises a school, faculty, class, or students.

### **Deferred Admission**

Plan where acceptance to a college or university is granted but student delays enrollment for a semester or year due to special circumstances.

### **Doctoral Degree**

The degree awarded after intensive study in a particular field such as Philosophy, Medicine, Education, or Law.

### **Early Action**

A type of early admission process for admission to colleges and universities. Unlike the regular admissions process, it usually requires students to submit an application by October 15<sup>th</sup>, November 1<sup>st</sup> or 15<sup>th</sup> of their senior year of high school instead of January 1<sup>st</sup>. This is a nonbinding agreement. Restrictive Early Action/Single Choice Early Action could apply in cases when a college restricts your ability to apply Early Action to other colleges.

### **Early Admission**

A college admission plan in which students apply earlier in the year than usual and receive their results early as well. This benefits students by reducing the number of applications to be completed at one time, and by providing results early.

### **Early Decision**

A common early admission policy used in college admissions for admitting freshmen to undergraduate programs. Unlike the regular admissions process, it usually requires students to submit an application by October 15<sup>th</sup>, November 1<sup>st</sup> or 15<sup>th</sup> of their senior year of high school instead of January 1<sup>st</sup>. It is used to indicate to the university or college that the candidate considers that institution to be his or her top choice. This is a binding agreement.

### **ETS**

Educational Testing Service - This organization, located in Princeton, develops and publishes standardized tests such as the SAT and AP.

### **Extracurricular Activities**

These are activities not specific subject-matter classes for example, student council, varsity football, drama club, etc. Credit is not given for participation in these activities; however, each is directly under the supervision of a faculty member. Activities have an important role in the college curriculum.

### **FAFSA**

Free Application for Federal Student Aid – Completed annually after October 1<sup>st</sup> by prospective college students and their parents to determine eligibility for student financial aid.

### **FERPA**

Family Educational Rights and Privacy Act is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student"). The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99.

### **Four-Year College and Universities**

Generally, fall into three categories: general baccalaureate institution, liberal arts colleges, and specialized schools.

### **Full-Time Status**

Enrollment at a college or university for 12 or more credits hours per semester.

### **Junior College**

A college offering courses for two years beyond high school, either as a complete training or in preparation for completion at a four-year college.

### **Loan**

This is money advanced to the student to help him or her meet college expenses. Repayment of the loan often begins after the student has graduated from college and could be in the form of subsidized or unsubsidized.

### **Major Program of Study**

This generally refers to at least thirty credit hours in one subject-matter area. For example, English major would consist of thirty or more credits in English courses.

**Matriculation**

Enrollment at a college or university into a degree program.

**Minor Program of Study**

This is a secondary field of interest. A minor generally consists of at least eighteen to twenty credit hours in a specific subject area.

**Master's Degree**

This degree signifies that a student has successfully completed a minimum of thirty credits beyond the Bachelor's Degree. Submitting a written thesis or passing a comprehensive examination may also be required.

**Men's College**

This is designed to accommodate male students only.

**Military Academy**

There are five United States service academies for the undergraduate education and training of commissioned officers for the United States Armed Forces – US Military Academy, US Naval Academy, US Coast Guard Academy, US Merchant Marine Academy, and US Air Force Academy.

**National Candidates' Reply Date**

College and university members agree that they will permit first-year candidates for fall admission to choose without penalty, among offers of admission and financial aid until May 1<sup>st</sup>.

**[Naviance](#)**

Naviance is a comprehensive Grades 9-12 college and career readiness solution that helps WTHS align student strengths and interests to postsecondary goals, improving student outcomes, and connecting learning to life. Our students have free accounts to access Naviance while at WTHS.

**Part-Time Status**

Enrollment at a college or university for 11 or less credit hours per semester.

**Placement Test**

This is an examination given for the purpose of determining your level of performance in a specific area so you may be placed in an appropriate college course.

**Prerequisite**

This means a necessary, preliminary requirement which a student must satisfy before going to the next course level.

**Priority Deadline**

A deadline determined to typically determine college acceptance, financial aid, etc.

**Private**

Institutions that are run by a board of trustees with no special affiliation or are church-related. Some church-related institutions have strong affiliations which affect curriculum and regulations while others have less stringent affiliations. Private institutions are usually more expensive but generally have larger endowments. Therefore, financial aid in the form of grants and scholarships can overcome this difference.

**PSAT/NMSQT**

Preliminary Scholastic Assessment Test/National Merit Scholarship Qualification Test - The test that is administered in the fall of the junior year (Sophomores may also take it but are not eligible for scholarships). The NMSQT score is the basis for many scholarships. The range on the PSAT is from 160 to 760; 160 is the lowest possible score and 760 the highest possible score. The total score reported range is a 320-1520. This test yields the following scores: Evidence-Based Reading and Writing and Mathematics.

**Public**

Institutions that are usually controlled by the state, county, or municipality. Public institutions are often less expensive and generally give preference for admittance to in-state applicants. Tuition is typically lower for in-state students than for out-of-state residents.

**Quarter**

Similar to the Trimester but usually includes a fourth, summer session.

**Regular Decision**

A plan where students make application to a college by a specific deadline date and receive a decision within a reasonable and stated period of time.

**Rolling Admission**

Colleges review applications on a continuing basis. Notification of an admissions decision is given as soon as two-four weeks after an admissions review is complete.

**ROTC**

Founded in 1916, ROTC stands for Reserve Officer Training Corps. It's a college platform offered at over 1, 700 colleges and universities across the United States that prepares young adults to become officers in the U.S. Military. In exchange for a paid college education and a guaranteed post-college career, cadet commit to serve in the Military after graduation.

**SAT**

Scholastic Assessment Test - It is administered several times a year. The range of the SAT is from 200 to 800; 200 is the lowest possible score, and 800 the highest possible score. This test provides the following scores: Evidence-Based Reading and Writing and Mathematics. The total score reported range is 400-1600. The SAT Essay has three scores ranging from 2-8.

**Scholarship**

This is money given to a student by a college, a fund, or an organization, and awarded for various reasons, such as need or outstanding merit achievement.

**[Section 504](#)**

The Rehabilitation Act of 1973 is legislation that guarantees certain rights to people with disabilities. When a student with disabilities graduates high school with an Individualized Education Program (IEP) and attends college, an IEP no longer exists and could transition to a Section 504 Plan. Check for more information with the campus division of students with disabilities.

**Semester**

This is one type of division of the college academic year. There are two semesters in the typical year, fall and spring.

**Special Services**

Colleges attempt to meet the needs of students with disabilities by making special services available. These services can include tutoring, teaching study strategies, and counseling.

**State College or University**

This is a state-supported school. Tuition is relatively lower for residents of that state.

**Syllabus**

A course outline that lists all the assignments, exams, and lecture topics for that course usually distributed at the first class meeting.

**Technical/Trade Schools**

Postsecondary educational institutions to provide vocational education and technical skills required to perform the tasks of a particular job.

**Two-Year Colleges**

A two-year college can be either a junior college or a community college. A junior college is usually private, whereas a community college is supported by the local county and the state. Both institutions offer the Associate of Arts, Associate of Science, and Associate of Applied Science degrees and have a variety of aims: to provide preparation for transfer to a four-year college or university, to provide general education to those not seeking a baccalaureate degree, or to provide specialized training for a career in specific fields. Admission criteria at two-year community colleges is usually open, meaning all high school graduates are accepted.

**Transcript**

A transcript is a copy of your grades for the four years of high school. The transcript is forwarded from the high school directly to a college after completing a Senior Transcript Release form.



**Trimester**

The regular year of 30 weeks is divided into 3 sessions (trimesters). This is another type of division of the college year.

**Tuition**

This is the amount of money which the school assesses each student for the privilege of attending classes.

**United States Military**

The branches include [Air Force](#), [Army](#), [Coast Guard](#), [Marine Corps](#), and [Navy](#).

**University**

A university is an institution of higher education offering instruction beyond 12<sup>th</sup> grade whose programs satisfy the requirements for a degree at the baccalaureate and graduate levels. Universities are generally comprised of several individual colleges and professional schools. Some universities place great emphasis on advanced study and research. Their academic complexes often include hospitals and grant-supported research facilities.

**Wait List**

A response to an applicant indicating that his/her application is acceptable, but the limit of accepted students has already been reached; wait-listed students may be admitted after May 1<sup>st</sup>, if space becomes available.

**Women's College**

This is designed to accommodate female students only.