

Senior Year College Procedures

SCHOOL CODE: 394440

Test Dates: 2008-2009

Go to Collegeboard.com: SAT I and SAT II

Regular Deadlines

9-9-09 / for October 10, 2009

10-1-09/ for November 7, 2009

10-30-09/ for December 5, 2009

Important: Some Highly Competitive Colleges require that SAT II's be completed at the October 08 test date. Please check with your individual colleges for their testing specific testing requirements.

Go to ACTstudent.org: ACT

Regular Deadlines

9-18-09/ for October 24, 2009

11-6-08/ for December 12, 2009

Immediate Procedures for Applying to College

1. Familiarize yourself with the two main types of application forms that are available
 - The Common Application : On-line or Paper
 - The College/University's own Application: On-line or Paper
This is your responsibility
2. **READ ALL INSTRUCTIONS CAREFULLY AND MORE THAN ONCE**
Supply all of the necessary information paying particular attention to fees and deadlines.
3. Seniors submit all applications directly to the colleges
Secondary School Reports/ MidYear Grade reports are submitted to the guidance office.
4. *All Applications Require a Transcript:* it is your responsibility to notify your assigned College Advisor of the schools. You must use a Guidance Department Transcript Request form.
5. How to use a Transcript Request Form
 - Yellow = Early Decision Form
 - Blue= Early Action Form: Students must know the exact deadlines and list it on the appropriate line. Writing "ASAP" is NOT sufficient. Also be aware of the schools (usually highly competitive schools) that limit the number of Early Action applications that a student may fill out.
 - White= Regular Decision Form: List the specific deadline date on the line(s) provided. If it is a Rolling deadline, please indicate this

ALL Transcript Requests Forms are to be turned in directly to Mrs. Sweeney in the Guidance Office.

They will be logged and then distributed to your College Advisor for processing of the Transcript, Secondary School Report, Counselor Recommendation, and a School Profile. All paperwork must be processed by the assigned Advisor. Individual counseling re: applications may be arranged with the counselor of your choice. Students may expect the paperwork *from* Prep *to* the college admissions office to be processed and sent within 14 days of turning in the Transcript Request Form to the Guidance Office. Students may check when materials were sent by via Family Connection or by asking in the Guidance Office.

Sign-Up Procedures for College Representative Visits

1. Schedules of College Rep visits will be posted in advance in Senior Homerooms, on –line at Family Connection and outside the Guidance Office.
2. Sign-up sheets are located on the 4th Floor across from Mrs. Phillips’/Mrs. Sweeney’s offices. Be certain to sign your own name only and indicate your homeroom. You should sign-up two days in advance of the visit.
3. Guidance Passes will be issued during homeroom on the day of the visit.
NOTE: Jesuit Universities may offer an individual meeting in addition to the group meeting. It is necessary to sign-up on an additional sheet requesting these individual meetings.
4. A Maximum of 3 college visits per week is allowed. Meetings exceeding 3 times in a week must be approved ahead of time.
5. TESTS, QUIZES and PRESENTATIONS always take precedence over an appointment with a College Representative. Teachers reserve the right to delay or cancel a college visit when missed class time would be detrimental to the satisfactory progress of the student or to the efficient running of their classroom.

Teacher Recommendation Procedure

1. Choose your recommenders carefully
2. Be sure to provide a copy of your Student Questionnaire to the teacher.
3. It is your responsibility to provide a STAMPED and ADDRESSED (to the admissions office) envelope for each school that you are requesting a recommendation. A post-it note with the due date/ deadline should be on each envelope. Counselors do not need stamped addressed envelopes.
4. Three (3) weeks advance notice is proper when requesting a teacher to write you a recommendation

Using Naviance Family Connection

<http://connection.naviance.com/scrantonprep>

An account has been created for you on Family Connection, a website to help you plan for your future. A unique registration code has been assigned to you. Cards with your name and code will be distributed. Log on and electronically sign the waiver as prompted. Do not delay. As soon as you are registered the many features become available to you and your family. These features will enhance your college search process. Please see your assigned College Advisor with any questions regarding Naviance/Family Connection