

ARCHBISHOP JOHN CARROLL HIGH SCHOOL
211 MATSONFORD ROAD
RADNOR, PA 19087
(610) 688-7610

Guidance Department

College Planning Guide



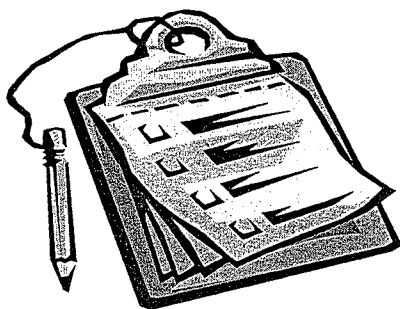


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Guidance Services

The primary purpose of the Guidance and Counseling Department is to help each student realize his/her potential. Throughout the school year, counselors make regular and frequent classroom visits to all grade levels on various guidance topics, including academic review, college information, career exploration and standardized testing. Students are also encouraged to make an appointment with their counselor whenever service is needed.

- > Group and individual counseling.
- > Personal, academic, college and career counseling.
- > Assistance with the college application process.
- > Standardized testing.
- > Referrals when necessary.

Assistance is offered through the Guidance Department to help students make informed decisions concerning:

- > Personal problems.
- > Academic concerns.
- > Selection of career and vocation.
- > Selection of a college, university, trade/technical school, or military service.
- > Identifying possible sources of financial aid, including scholarships, loans and grants.

Counselors are available during the school day for consultation with parents/guardians and students. Appointments can be made by calling Mrs. Nardelli at 610-688-7610, extension 171.

Guidance Staff

Ms. Jennifer Kelly.....	Director of Guidance
Ms. Kathleen Landrum.....	Counselor
Mrs. Kathie Collins.....	Counselor, D.C.I.U.
Mr. Walter Weinrich.....	Counselor
Mrs. Meredith Fleming.....	Advisor/Special Assistant
Mr. Francis Lynam.....	Advisor/NCAA
Ms. Suzanne Mallaghan-Rasco.....	School Psychologist, D.C.I.U.
Mr. Paul McGeehan.....	Advisor/Special Assistant
Sr. Marianna Fieo.....	Advisor/Special Assistant
Ms. Marguerite DiMattia.....	SAP Representative
Mrs. Theresa Nardelli.....	Guidance Secretary

JUNIOR YEAR TIMELINE

Fall:

- Maintain or improve your grade point average and class rank.
- Make an appointment with your counselor to make sure you are on track to graduate and that you are taking the appropriate courses in preparation for college.
- Take the PSAT in October.
- Attend college fairs and college presentations at ACHS.

Winter:

- Review your PSAT test for strong and weak areas. A great way to do this is to log onto www.collegeboard.org and open an account with Kahn Academy. www.kahnacademy.org.
- Meet with Mr. McGeehan to discuss PSAT results on Kahn Academy.
- Meet with your counselor to discuss the college process.
- Begin your college search and college comparison list by going onto to www.collegeboard.org, www.collegedata.org and your Naviance account.
- See a college comparison chart on page 6.
- Register for the SAT and/or ACT to be taken in March, May or June.

Spring:

- Take the SAT and/or ACT.
- Complete a resume on your Naviance account
- Attend college fairs and college presentations at ACHS.
- Make a list of possible colleges and majors – perhaps 5 or 6 colleges.
- **Visit college campuses – see page 10.**
- Ask at least two teachers to write you recommendations.
- Prepare for AP exams, if applicable.
- Begin to work on your college essay(s).

SENIOR YEAR TIMELINE

Fall:

- Maintain or improve your grade point average and class rank.
- Register for SAT/ACT if needed.
- Have Parent/Guardian sign general release form.
- Begin applying to college. Please turn in your **Transcript Request Form and Naviance Request** in a timely manner as well as Carroll documentation deadlines.
- Start preparing online applications. **Be conscious of requirements, qualifications and deadlines for each school.**
- Check with the Guidance Office that recommendation letters have been submitted through Naviance.
- Make an appointment with your counselor to make sure you are on track to graduate and are taking the appropriate courses in preparation for college.
- Finalize your college essay(s).
- Start a scholarship search – see page 15.
- Attend college fairs and college presentations at ACHS. – see page 11.
- Be aware of deadlines: **Early Action, Early Decision, Regular Decision and Rolling Admission.**
- Complete the FAFSA Form after October 1.

Winter:

- Continue to apply to college and communicate with your counselor by turning in the **Transcript Request Form and Naviance Request** in a timely manner.
- Be aware of scholarship deadlines.
- Inform your counselor if you need mid-term grades sent to colleges.
- Inform your counselor of admissions decisions as you receive them.

Spring:

- Continue to apply to college and communicate with your counselor by turning in the **Transcript Request Form and Naviance Request** in a timely manner.
- Be aware of scholarship deadlines.
- Take AP exams, if applicable.
- May 1 is usually the reply date by which students must notify the colleges of their decision to attend.
- Inform your counselor of admissions decisions, college scholarship offers and financial aid packages as you receive them.

Five Steps to Financial Aid

Ways to Pay for College:

Free aid	<ul style="list-style-type: none"> • You do not need to repay free aid, as long as you meet all of the obligations. • Free aid includes scholarships and grants. • Sources of free aid include the federal government, your state, your school, your employer, your community, religious organizations, and others. <p>Note: Be aware that in some cases, a grant may convert to a loan if certain obligations are not met.</p>
Work-study or other employment	<ul style="list-style-type: none"> • You can help pay for your education by working part- or full-time while you attend school. • Some employers offer tuition reimbursement programs in which they give money toward your education.
Low-cost loans	<ul style="list-style-type: none"> • These loans offer reduced interest rates, various repayment options, and no prepayment penalties. • The primary source is the federal government, which offers loans for undergraduates, graduates, and parents. • Your school may offer institutional loans and flexible tuition payment plans.
Savings	<ul style="list-style-type: none"> • You can always use money you already have to pay for school. • Sources include savings accounts, 529 plans, pre-paid tuition plans, or other savings programs.
Alternative sources	<ul style="list-style-type: none"> • Private education loans can fill any gaps in funding after you have exhausted other aid types. • You may be able to use home equity loans and lines of credit depending on your situation. • Avoid cashing out insurance policies or retirement funds or using high-interest advances on credit cards. These sources are almost NEVER a good idea.

Take Action

- Join Fastweb to find scholarships based on your personal profile.
- Check MeritAid.com for information about scholarships that colleges might offer you.
- Learn about the Pennsylvania State Grant Program, work-study employment, and other funding opportunities.

For more information: <https://www.pheaa.org/college-planning/five-steps/index.shtml>

Standardized Testing

For specific testing dates, please refer to your school calendar or www.collegeboard.org and/or www.actstudent.org

Glossary of Terms

- ACT:** American College Test – It assesses high school students' general educational development and their ability to complete college-level work. The ACT is accepted by many colleges and universities for admission.
- AP:** Advanced Placement Tests are used for college credit or placement.
- CEEB:** College Entrance Examination Board
- ETS:** Educational Testing Services – Administers and scores tests for the College Board.
- PSAT/
NMSQT:** The Preliminary SAT/National Merit Scholarship Qualifying Test – It's a standardized test that provides firsthand practice for the SAT Reasoning Test. It also gives students a chance to enter National Merit Scholarship Corporation (NMSC) scholarship programs. This test is given to every freshman, sophomore and junior at Archbishop John Carroll High School.
- SAT:** SAT Reasoning Test – The SAT is used for admission to most colleges and universities. Most colleges and universities use the scores to predict how well a prospective student will perform in college.
- SAT Subject
Tests:** SAT Subject Tests – Measures knowledge of classroom subjects. This test is required by many competitive colleges for admission or placement.
- TOEFL:** Test of English as a Foreign Language – Assesses the English proficiency of students whose native language is not English.
- CLEP:** College Level Examination Program – Provides students with the opportunity to exhibit college-level achievement examinations in undergraduate college courses.

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- > ACHS – Test Center Number for SAT & Subject Tests: 39-610 ACT: 21811
 - > C.E.E.B. Code Number: 394131
 - > For fee waiver opportunities, please stop by the Guidance Office.
 - > Some colleges do not require SAT or ACT scores. Usually an additional writing assignment is required or a graded paper. Locally, Temple University, St. Joseph's University, Rowan University, Cabrini and Bryn Mawr are in this category.

Defining Key Terms for Admission



Early Decision:

This is designed for students who have achieved an outstanding academic record and have a specific college in mind. This is a binding agreement. If accepted on an early decision, the student must withdraw applications from other colleges and universities.

Early Action:

This is not a binding agreement and varies according to the college or university. This allows the student to compare admission and financial aid offers. The student applies in the fall of their senior year and usually is told of acceptance by December. The student does not need to make a decision until May 1st.

Open Admission:

Students are admitted regardless of their academic credentials.

Rolling Admission:

Qualified students are accepted as each student's application is received. The college or university usually notifies the student of its decision without delay. There may be a priority date.

May 1st is usually the reply date by which students must notify the colleges of their decision to attend.

The DOs and DON'Ts of the College Essay

Some colleges require a personal statement while other colleges may present a question and ask for a response. Some colleges don't require you to write an essay.

A great application essay will present a vivid, personal, and compelling view of you to the admission staff. It will round out the rest of your application and help you stand out from the other applicants. The essay is one of the only parts of the application, which gives you the opportunity to express yourself. Check out these tips before you begin.

DOs

Keep your focus narrow and personal

Your essay must prove a single point or thesis. The reader must be able to find your main idea and follow it from beginning to end. Try having someone read just your introduction to see what he or she thinks your essay is about.

Prove it

Develop your main idea with vivid and specific facts, events, quotations, examples, and reasons. There's a big difference between simply stating a point of view and letting an idea unfold in the details.

Be specific

Avoid clichéd, generic, and predictable writing by using vivid and specific details.

DON'Ts

Don't tell them what you assume they want to hear

Most admission officers read plenty of essays about the charms of their university, the evils of terrorism, and the personal commitment involved in being a doctor. Bring something new to the table, not just what you think they want to hear.

Don't write a résumé

Don't include information that is found elsewhere in the application. Your essay will end up sounding like an autobiography, travelogue, or laundry list.

Eliminate unnecessary words

Don't forget to proofread

Typographical errors and spelling or grammatical errors can be interpreted as carelessness or just bad writing.

College Essay Assistance: Sr. Marianna Fieo is available on Tuesday, Wednesday and Thursday each week in the Guidance Office to help with college essay and personal statements. Please stop by the Guidance Office to make an appointment or email Sr. Marianna directly at mfieo@jcarroll.org.

- > This article is based on information found in [The College Application Essay](#) by Sarah Myers McGinty and www.collegeboard.org
- > More information regarding college essay can be found at: <http://www.collegeboard.com/article/0,3341,5-26-0-9406,00.html?orig=sec>



College Visit and Interview

An interview should be viewed as an exchange of ideas, for the benefit of both the interviewer and the student. The interviewer wants to learn more about what makes a student unique, and how he or she could make a contribution to the school.

The advantage to attending an interview is that, like the essay, it provides the opportunity to make a case for admission directly to the decision maker. A good interview could be a connection to a person who may eventually become an advocate when the committee reviews the application. The application contains the "facts" about a student, and this is a chance for the applicant to put the "facts" into context if they need explanation.

How Colleges Interview

Different colleges weigh the interview process differently. Colleges can treat interviews as:

- **Required** - Highly evaluative, very important to the admission decision.
- **Recommended** - Evaluative, can be important in the admission decision.
- **Optional/Informational** - Less evaluative, but still important to the admission decision.
- **Not available.**

There are two ways to interview: on-campus, or off-campus.

- **On-Campus Interviews** - These are interviews with a dean, an admissions counselor, a faculty member or even a student. Regardless of whom the interviewer is all interviews should be taken seriously. Whether it's the Head of Admissions or a first-year student, the interviewer is there to evaluate the applicant and it will have an impact on his/her admittance. Call the college and request an official visit and interview.
- **Alumni Interviews** - When all of the on-campus interview slots are filled or the applicant lives a great distance from the school, the institution will ask graduates of the college to conduct a local alumni interview. While the alumni interview may be more casual, colleges take alumni input seriously. They believe that graduates of the school should be able to know a good candidate when they see one.

Preparation

- Keep extracurricular activities and your unique characteristics in mind.
- Prepare and practice descriptive, clear and passionate answers.
- Review literature and web pages from the school; talk to alumni; be informed.
- Develop questions beyond just facts.
- Take a tour right before the interview, if possible, to get a feel for the campus.
- Follow up after an interview. Write a thank you note, ideally hand written, at a minimum an email.

For more information regarding preparation and making the most of your campus visit, log onto www.collegeboard.org and search "Find a College".

College Information and Resources

Guidance Resource Center –Room 317

Students and their parents/guardians are encouraged to use the Guidance Resource Center to review college materials and career information. Several computers are available with internet access. Students are asked to make appointments one day in advance if they wish to use the Resource Center. Parents may make appointments by calling Mrs. Nardelli at 610-688-7610, extension 171.

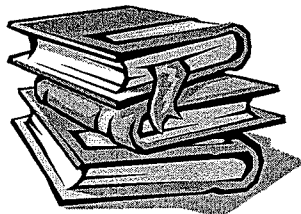
College Fairs/College Presentations

College fairs or information programs are held in each county and at many area schools. These college fairs and open houses offer students and parents/guardians the opportunity to obtain information and applications for many schools.

College admissions representatives visit Carroll on a regular basis and meet with prospective students in our presentation room – room 301. Archbishop Carroll does not grant excused absences for students to attend college fairs or visit colleges during school hours.

College Information Night

College Information Night is designed specifically for students and their families to gain valuable information directly from area colleges and universities. Topics discussed include admission criteria, college visitations, the interview process and student's rights and responsibilities. Colleges and universities speak about their school's individual policies and procedures. A question and answer session concludes the presentation. This is held in the spring semester at Archbishop Carroll. For more information, please contact Mrs. Nardelli at 610-688-7610, extension 171.



Military Opportunities

The Guidance Resource Center maintains current information regarding Military Service programs. Representatives from each branch of the service visit Archbishop Carroll throughout the year during lunch periods. For more information, please contact Mrs. Leach at 610-688-7610, extension 126.

United States Air Force – www.af.mil or www.airforce.com

Air Force ROTC - www.afrotc.com

United States Marines Corps – www.usmc.mil or www.marines.com

Marine Corps ROTC - www.nrotc.navy.mil

United States Army – www.goarmy.com or www.armyrotc.com

United States Navy – www.navy.mil or www.navy.com



NCAA Eligibility Information

What is the NCAA?

The National Collegiate Athletic Association (NCAA) is a voluntary association of about 1,250 colleges and universities, athletic conferences and sports organizations devoted to the sound administration of intercollegiate athletics.

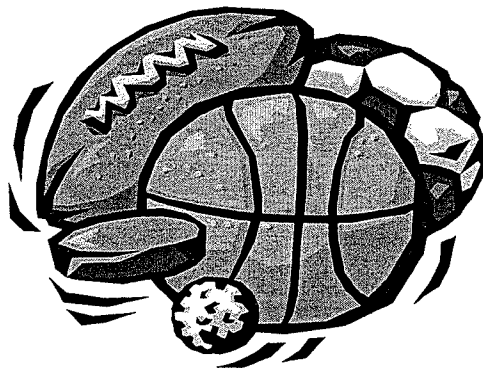
If you are interested in competing in athletics at the college level, you should register during your junior year of high school and request a transcript through the Guidance Office. Please give ample time for processing. Please see Mr. Lynam or Mr. Connor in the Guidance Office.

To Register – www.eligibilitycenter.org

You can contact NCAA at www.ncaa.org

NCAA Scholarships – www.ncaa.org/about/scholarships/school.html

Athletic Scholarships – www.athleticscholarships.net



Naviance

Naviance is a college and career readiness platform that helps connect academic achievement to post-secondary goals.

It also allows students to create a plan for their futures by helping them discover their individual strengths and learning styles and explore college and career options based on their results.

Students begin by learning about themselves and exploring careers, then create plans and develop the skills and knowledge to accomplish their goals.

Requesting Transcripts and Teacher Recommendations

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

****If you applied to a school using the Common App, follow these directions to request a transcript:**

1. Log into your Naviance account.
2. Click on the *Colleges* tab.
3. Click *Colleges I'm Applying To*.
4. Complete the steps in the "Common App Account Matching" box
5. Enter Common App email address and click "match".
6. Click *Request Transcript*.
7. Click *Lookup* and *Add College*.
***MAKE SURE YOU CHOOSE THE CORRECT CAMPUS!**
8. Click *Request Transcript* button.

If you did NOT use the Common App, follow these directions to request a transcript:

1. Log into your Naviance account.
2. Click on the *Colleges* tab.
3. Click *Colleges I'm Applying To*.
4. Skip the blue "Common App Account Matching" box.
5. Click *Request Transcript*.
6. Click *Lookup* and *Add College*.
***MAKE SURE YOU CHOOSE THE CORRECT CAMPUS!**
7. Click *Request Transcript* button.

To request a teacher recommendation:

1. Log into your Naviance account.
2. Select the *Colleges* tab.
3. Click *Colleges I'm Applying To*.
4. Scroll to the *Teacher Recommendation* section and clicks *Add/Cancel Requests*.
5. Select a teacher from the drop-down menu and adds a note to the teacher, if desired.
6. Repeat for all teacher requests in this session.
7. Click *Update Requests*.

***Please Note: We cannot send any transcripts without a Parent Signature Form on file and a paper Transcript Request Form for each school.**

Important Websites

*Check with your parents and/or grandparents to see if their place of employment or union offer employee scholarships.

<https://connection.naviance.com/family-connection/auth/login/?hsid=acarroll> - Naviance – under scholarship list

<http://studentscholarships.org> - Scholarship Search Website

<http://www.scholarships.com> - Scholarship Search Website

www.collegeboard.org _ College Board

www.khanacademy.org –SAT practice

www.actstudent.org – ACT Testing

www.educationplanner.com – Career and College Planning

www.collegedata.com - College Planning

www.commonapp.org – Common Application

www.passhe.edu – Pennsylvania State System of Higher Education

www.princetonreview.com – College Search and Test Preparation

www.NCAA.org - National Collegiate Athletic Association

www.fastweb.com – Scholarship Search Service

www.petersons.com – College Search

www.ucan-network.org – College Search

www.fairtest.org – Lists colleges that do not use the standardized testing as part of their application process.

www.pheaa.org – PA Higher Education Assistance Agency

Financial Aid Information

www.fafsa.ed.gov – FAFSA Information and Application

www.federalstudentaid.ed.gov – Federal Student Aid

www.finaid.org – Financial Aid Information

www.nasfaa.org – National Association of Student Financial Aid Administrators

www.nationalmerit.org – Nation Merit Scholarship Corporation

www.nssfns.com – the National Scholarship Service offers free college advisory and referral service for African American students who plan to attend two-year or four-year colleges.

www.savingforcollege.com – Saving for College

www.studentloannetwork.com – The Student Loan Network is one of the United States' largest hubs of student loans and financial aid information.

www.ed.gov/programs/find/title/index.html?src=ov – U.S. Department of Education Grants Programs.

www.collegescholarships.org – College Scholarships

www.ed.gov/programs/fws/index.html - Federal Work Study Program

<http://colleges.usnews.rankingsandreviews.com/best-colleges> - College Rankings

