

College Application Process

A Step-by-Step Guide



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Junior Year

College Research/Visits

- Begin thinking about what you want in a potential college
 - Two-Year vs. Four-Year
 - Academic Focus/Major
 - Location
 - Size
 - Extracurricular Activities
- Use the Discover tab on www.scoir.com to find colleges that meet these criteria
- Develop an initial list of 10-30 schools
- If possible, visit these schools over weekends and breaks

Admissions Tests

SAT

-Offered in May, June, August, October, and November

-Tests ELA and math skills

-Scores range from 400-1600

-Registration done on www.collegeboard.org

ACT

-Offered in June, September, and October

-Tests ELA, math, and science skills

-Scores range from 1-36

-Registration done on www.act.org

Letters of Recommendation

- Some colleges require letters of recommendation from up to 2 teachers +1 counselor
 - 1 math or science teacher
 - 1 english or social studies
 - Examples of Exceptions: Art, Music, Business
- Consider teachers who know you well as both a student and person
- Ask teachers in-person before the end of this school year if they would be willing to write a letter of recommendation for you
- To help them write a letter for you, send them a copy of both your Senior Fact Sheet and Resume

Senior Fact Sheet

The Senior Fact Sheet will be made available on SCOIR shortly. By filling it out, you will let your recommender know more about your...

- Future Plans
- Strengths
- Unique Traits
- Obstacles Overcome
- Extracurricular Activities

How to Request A Letter of Recommendation on SCOIR

[CLICK HERE FOR DIRECTIONS](#)

The screenshot displays the SCOIR user interface. At the top left is the SCOIR logo and a search bar for pages. The top navigation bar includes icons for Home, Discover, My Colleges, Messages (with a 20 notification badge), and Me. A secondary bar features 'Add Top Choices', a search field, 'Application Documents', 'Sort: Deadline', and download/upload icons. The main content area is divided into four columns: 'Suggested (0)' with a 'Collapse' button and 'Plan with your supporters' (invite a parent/guardian); 'Following (0)' with 'Add a College' and 'Build your list' (personalize experience); 'Applying (0)' with 'Add a College' and 'Make progress on applications' (keep track of open applications); and 'Applied (0)' with 'Add a College' and 'Celebrate your completed applications' (keep tabs on submitted applications). A large grey arrow points to the 'Applied (0)' section. On the left, a vertical sidebar shows 'Not Interested' and 'View (16)'. On the right, a mobile navigation menu is visible.

Family Survey

The Family Survey will be sent out by email shortly. Completed forms will be shared with school counselors. It gives parents and guardians the opportunity to highlight characteristics and stories about their child that may be useful for the letter of recommendation written by their counselor.

Resume

-Your college resume should include the following:

- General Information
 - Name/Address/Email/Phone Number
 - High School Name
 - Counselor Name
 - Weighted/Unweighted GPA
 - Class Rank
 - Relevant Coursework
- Volunteer Work
- Extracurricular Activities
- Sports
- Paid Experience
- Hobbies

Make sure to include any leadership roles and the years dedicated to each activity

Need a template? Look [here](#)

NCAA: National Collegiate Athletic Association

-If you want to play sports at an NCAA Division I or II school, start by registering for a certification account with the NCAA Eligibility Center. If you want to play Division III sports or you aren't sure where you want to compete, start by creating a Profile Page account.

-[NCAA Eligibility Center](#)

-[NCAA Handbook](#)

-[NCAA Worksheet](#)

Please inform your counselor if you are considering playing a D1 or D2 sport



Summer

Finalize College List - Let's Talk Selectivity

-As you continue your college research and visit potential schools over the summer, plan to narrow down your list to 8-12 schools by September.

- 2-3 “Low Probability” Schools
- 4-6 “Match” Schools
- 2-3 “High Probability” Schools

-Scatogram feature on SCOIR

- Selectivity is measured by the percentage of students who are admitted from the application pool. The lower the percentage, the more selective the school is.
- Northeastern University in Boston, MA. received 96,327 applications for Fall 2023, up from 91,100 in 2022, 75,233 in 2021 and 64,428 in 2020.

Begin Working on Application

-Most colleges accept the Common App for admission into their school. Students hoping to start college in the Fall of 2023 can create an account on www.commonapp.org and begin working on their application on **August 1st, 2023**.

-If you are planning to **ONLY** apply to either SUNY or CUNY schools, you may want to consider the their respective applications.

-SUNY - <https://www.suny.edu/applysuny/>

-CUNY - <https://www.cuny.edu/admissions/undergraduate/apply/cuny-application/>

-Dutchess Community College: Instant Decision Day(s). Typically 3/year

-If your college is not listed on any of these applications, look up how to apply on their website.

College Essays

-The Common App includes one essay of up to 650 words. Students can choose from one of seven given prompt options or create their own. The current prompt options can be found here: <https://www.commonapp.org/apply/essay-prompts>

-Some colleges, but not all, require their own supplemental essays. These are written in addition to the general essay and the prompts are also found on the Common App. Word counts vary depending on the school.

Senior Year - Fall

Register for College Visits at JJ

- In September, colleges will begin coming to our building to meet with students. This is a great opportunity to show *demonstrated interest*. In other words, show the admissions counselor just how interested you are in become a student on their campus.

-You **MUST** register ahead of time in SCOIR to attend these meetings.

- Log into SCOIR.
- In the top right corner, pull down the menu and hit “EVENTS & DEADLINES.”
- On the next page, there will be a tab that says “COLLEGE VISITS.” All upcoming visits will be listed.
- Click on the “CHECK MARK” that says “I’M IN” and you will be all set to meet with admissions counselors at their designated day and time of visit.
- All students must get their teachers approval before attending the visit and are responsible for making up missed work.

Follow-Up on Letters of Recommendation

-When the new school year begins, follow-up with the teachers you asked to write letters of recommendation for you. If they have not been written yet, POLITELY remind them when your deadlines are.

Review Deadlines and Submit Applications

- Make sure you understand and know the dates for the different types of deadlines
 - Early Decision (approximately November 1st) * BINDING CONTRACT*
 - Early Action (approximately November 1st-15th)
 - Regular Decision (approximately January 1st)

- Plan to complete your applications at least two weeks before the deadline date

FAFSA - October 1st

-ALL families with students applying to college should plan on filling out the Free Application for Federal Student Aid. Students planning to begin college in the Fall of 2024 can begin filling out the FAFSA on **October 1st, 2023**. The FAFSA is used by colleges to determine eligibility for...

- Scholarships

- Grants

- Subsidized Loans

- Unsubsidized Loans

Submit SAT/ACT Scores

- SAT and ACT scores are sent only to YOU! Therefore, if you want colleges to see your scores, you are in charge of sending them to the schools you are applying to.
- If possible, plan to send scores in about a month before the application deadline.
- Directions for submitting SAT scores can be found here:
[-https://satsuite.collegeboard.org/sat/scores/send-scores-to-colleges/sending-scores](https://satsuite.collegeboard.org/sat/scores/send-scores-to-colleges/sending-scores)
- Directions for submitting ACT scores can be found here:
[-https://www.act.org/content/act/en/products-and-services/the-act/scores/sending-your-scores.html](https://www.act.org/content/act/en/products-and-services/the-act/scores/sending-your-scores.html)
- Fees are charged per school.

Senior Year - Spring

Scholarships

-The largest scholarships are usually offered by colleges directly, but once applications are complicated, students can search and apply for outside scholarships to try to further bring down costs down. More information on how to find and apply for these scholarships can be found using the link below:

<https://sites.google.com/wcsdny.org/classof2021/home/financial-aid-and-scholarships/scholarships?authuser=0>

Make Final Decision

- Review application decisions and their corresponding financial aid packages as they come out throughout the spring
- Discuss your options with your family and school counselor
- Make final decision and submit deposit by National Decision Day on **May 1st, 2024**
- Congratulations! You're done! Get ready for freshman year of college! Whoohoo!