

Mechanics of Completing College Applications Class of 2012



RIDGE HIGH SCHOOL GUIDANCE DEPARTMENT

Mr. Francis T. Howlett, Jr., Principal

Mr. Sean Siet, Director of Curriculum and Instruction

Guidance Counselors: 908-204-2585

Mrs. Jillian Shadis, Head Counselor
Ext. 119 – jshadis@bernardsboe.com

Ms. Marguerite Cahill – Ext. 114 – mcahill@bernardsboe.com

Mrs. Carrie Capozzi – Ext. 112 – ccapozzi@bernardsboe.com

Ms. Rebecca Muraview – Ext. 113 – rmuraview@bernardsboe.com

Ms. Linda Riccobono – Ext. 117 – lriccobono@bernardsboe.com

Ms. Kimberlee Sweet – Ext. 118 – ksweet@bernardsboe.com

Mrs. Jackie Treanor – Ext. 116 – jtreator@bernardsboe.com

Mrs. Katherine Van Der Stad – Ext. 109 – kvanderstad@bernardsboe.com

Ms. Peggy Wu – Ext. 111 – mwu@bernardsboe.com

COLLEGE ADMISSIONS GLOSSARY OF TERMS

Application Components

- **Common Application:** A standard application available at www.commonapp.org that is accepted by over four hundred colleges in lieu of their own form. Check the website for supplemental forms.
- **Grade Point Average (GPA):** An indicator of the student's overall scholastic performance. The GPA is calculated by multiplying the credits by the quality point equivalent for each grade; the sum of the quality points is then divided by the sum of the attempted credits. For more information regarding the computing factors in the weighted and unweighted GPAs, refer to Ridge High School's *Program of Studies*.
- **Transcript:** Official record of high school or college courses and grades.

Application Policies

- **Early Decision Policy:** Policy by which a student must apply to a college by November 1st or 15th, and the college replies by December 15th or January 1st. If the student is accepted, he/she is obligated by contract to attend.
- **Early Action/Early Notification Policy:** Policy whereby a student will be notified of a college's decision within a set period of time providing the application is received in the admissions office by a specific date. These dates tend to parallel those of Early Decision. If accepted, the student is not obligated to attend.
- **Rolling Admissions:** A number of institutions review admissions applications on a continuing (rolling) basis. Acceptance decisions are made shortly after completed applications are received.
- **Restricted/Single Choice Early Action:** An early choice that is not binding upon a candidate, but prohibits a student from applying to any other college under an Early Action or Early Decision program.
- **Regular Decision:** The application process in which a student submits an application to an institution by a specified date and receives a decision within a reasonable and clearly stated period of time. A student may apply to other institutions without restriction.
- **Open Admissions:** The policy of some colleges that admit virtually all academic high school graduates, with minimal attention to high school grades and admission test scores. County Community Colleges are an example.
- **Priority/Preferred:** The admissions office sets internal deadlines to gauge the number of its applicants, and to give scholarship consideration. The application is often divided into sections with a separate deadline for each section (i.e. a "Priority" or "Preferred" deadline date, along with a Regular Decision, Rolling, or Early Action deadline date).

Application Results

- **Accepted:** Admission to attend a particular college was offered. Deposits must be sent by May 1st to confirm attendance.
- **Deferral:** The term applied to applications for Early Action or Early Decision that are pushed back for consideration with the Regular Decision application pool.
- **Waiting List (or Waitlist):** A list of applicants to a particular college who are not admitted in the Regular Decision pool, but who may be reconsidered if space is still available *after* admitted students have indicated whether or not they will attend.
- **Denied:** Admission to attend a particular college was not offered.

Financial Aid

- **CSS/Financial Aid PROFILE:** A form used by the College Scholarship Service (CSS), the financial aid division of the College Board, to collect information about the student's total family income, assets and expenses. Using this information, the CSS prepares an analysis (a personalized Profile of the family's potential contribution toward college expenses). Many colleges/universities use the Profile to award nonfederal private student aid funds. The application process for the Profile can begin in September of the student's senior year.
- **Free Application for Federal Student Aid (FAFSA):** A form required to apply to all Federal and New Jersey financial aid programs. Some colleges also use this form to determine financial aid to prospective students. This must be done online after January 1st of the student's senior year (<http://www.fafsa.ed.gov>).

Standardized Testing

- **ACT/CEEB/SAT School Code Number:** 310050
- **American College Test (ACT):** The majority of colleges will accept this test in lieu of the SAT I. This test measures student learning in four different areas: English, Mathematics, Reading, and Natural Science. There is an optional writing section that most colleges require.
- **Scholastic Assessment Tests (SATs)**
 - **SAT I: Reasoning Test:** This test measures critical reading, critical writing and mathematical reasoning skills and abilities that have been developed over time, both in and out of school.
 - **SAT II: Subject Tests:** There are 20, one-hour subject tests offered by the Education Testing Service that attempt to measure student academic achievement. These tests fall into five general subject areas: English, History, Mathematics, Science, and World Languages. Check the website (www.collegeboard.org) for details.
- **Test of English as a Foreign Language (TOEFL):** This test is used to demonstrate proficiency in English and is divided into four sections: listening, structure, reading, and writing. This test is often taken by international students, or by students whose primary language spoken at home is something other than English. It is an internet-based test. For more information check the website (www.ets.org/toefl).

SENIOR PACKETS



The Senior Packet Worksheets can be found on the Guidance Department Web site (click on the “Colleges” tab). A printed, hard copy of the required documents is due to your counselor within the first ten days of the school year.

1. Transcript Release/Waiver form

Contained in this document; print out and sign.

2. Senior Self-Description Survey

Contained in this document; complete in the Word document and print out.

3. Parent Brag Sheet

Contained in this document; complete in the Word document and print out.

4. Finalized College List

Contained in this document; complete chart and print out.

5. Student Activity Résumé

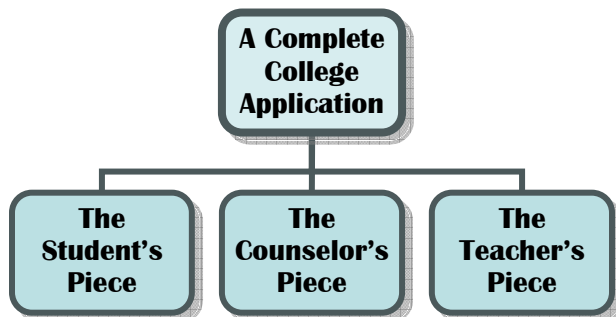
Refer to <http://www2.bernardsboe.com/Guidance/College.aspx> for sample résumés and résumé tips; create in a separate Word document and print out.



Your counselor will not schedule a college conference with you until she receives all five items.

COMPONENTS OF THE APPLICATION PROCESS

A completed application has a number of critical components. Please adhere to these guidelines in order for the application to be accurate and of value to the college admissions office. Details for all the points listed below are explained in this packet.



The Student's Piece

- Turn in a complete, five-part Senior Packet to your counselor:
 1. Transcript release/waiver form (hard copy)
 2. Senior self-description survey
 3. Parent brag sheet
 4. Finalized college list
 5. Student activity résumé (like the examples provided online; *not* from Naviance)
- Pay for transcripts
- Create a Common App account/add schools to Common App list
- Complete waiver in your Naviance account
- Request transcripts through Naviance
- Complete the application online (Common App or otherwise)
- Request that SAT/ACT scores be sent to colleges
- Provide recommendation materials for teachers

The Counselor's Piece

- Official transcript
- Counselor's recommendation
- School profile
- A Secondary School Report (SSR) / Counselor Evaluation form, which will be completed and sent electronically (DO NOT PRINT any forms for counselors)

The Teacher's Piece

- Write and mail (or electronically send) letters of recommendation and supporting forms

Materials will get to the schools at different times because they are coming from different places. It's OK!

RECOMMENDATIONS FOR COMPLETING AN APPLICATION



Do not treat the task of filling out the college application form as a necessary evil...

Consider it an opportunity to sell yourself!

- ☑ The information that you send to a college and the manner in which you offer that information may be crucial to your college acceptance. For that reason, it is important that you give the greatest care in preparing your college applications.
- ☑ There are **five rules** to follow in completing your application:
 1. Plan ahead
 2. Start early
 3. Follow all directions
 4. Meet all deadlines
 5. Allow enough time for revising
- ☑ Before beginning your application, determine the strengths that you have and will emphasize in your application. Generally, the more competitive colleges and the smaller colleges are more likely to consider personal qualifications.
- ☑ Proofreading and editing count! Presenting a carefully-revised application will positively influence the admissions committee.
- ☑ Colleges ask in what you are planning to major. If you don't know, state undecided. Explain that you are looking forward to the opportunity of sampling many of the things the college offers before making up your mind.
- ☑ College admission committee members are less impressed by the quantity of your activities than they are by the quality of performance in an activity, the depth of your involvement, and what the activity meant to you. Were you a leader? Did one of your ideas result in a successful new way of doing something? Were you the spearhead in attaining a worthwhile activity goal?
- ☑ If you have a talent/hobby that has generated some tangible products, the college would be happy to see them. DVDs of artwork, musical performances, etc. would be welcomed as aids to an informed decision. First, contact the college admissions office to determine the best way to submit supporting materials. Then, be sure to include an introductory letter about the work being sent.

- ☑ In listing extracurricular activities, be specific, and don't use acronyms without defining them. Colleges don't necessarily know that "RPO" is *Ridge Peer Organization*, or that it is a service-based organization committed to bettering the school community. Tell them! Furthermore, for example, if you were a member of the school newspaper staff, you should note the size of the staff, how often the newspaper was published, and how many hours per week/per month your commitment entailed. You might even include awards or recognition attained by the newspaper.
- ☑ Don't forget that you can attach a Word document to many online applications, including the Common Application. This allows you the opportunity to send a perfectly-formatted, multi-page résumé electronically with your application. This is especially helpful if you cannot fit all of your activities/awards/etc. on the application itself.
- ☑ Describe how you plan to contribute to the college – as a student member of the campus community, as a participant in college activities and a student in the classroom.
- ☑ The personal essay is especially important. It serves as an indicator of your writing skills and provides an opportunity to give admission officers insights into your personal characteristics, beliefs, goals, etc. Be sure to include your name and any other identifying information on your essay, especially if it is being uploaded separately.
- ☑ You may consider mentioning an adversity that you have faced and overcome, such as an illness, a handicap, or a restricting social obstacle. It should be mentioned only if it shows how you have shown perseverance in overcoming a difficulty. Consult with your counselor.
- ☑ Request your parent's review of the application. This is important. Your parents may remember information that you have forgotten.
- ☑ **It is YOUR RESPONSIBILITY to save a copy of your application, whether it is electronically, by printing a copy, or making a photocopy.** Remember to check for your signature and/or your parent's signature if required.

2011-2012 TEST DATES AND FEES

SAT & Subject Tests*

www.collegeboard.org

2011-12 Test Dates	Test	U.S. Registration Deadlines	
		Regular	Late (a fee applies)
October 1, 2011	SAT & Subject Tests	September 9, 2011	September 21, 2011
November 5, 2011	SAT & Subject Tests	October 7, 2011	October 21, 2011
December 3, 2011	SAT & Subject Tests	November 8, 2011	November 20, 2011
January 28, 2012	SAT & Subject Tests	December 30, 2011	January 13, 2012
March 10, 2012	SAT only	February 10, 2012	February 24, 2012
May 5, 2012	SAT & Subject Tests	April 6, 2012	April 20, 2012
June 2, 2012	SAT & Subject Tests	May 8, 2012	May 22, 2012

Registration Fees	
SAT	\$49
SAT Subject Tests	\$22
Basic registration fee (per registration)	add \$22
Language with Listening Tests	add \$11
All other SAT Subject Tests	
Additional Processing Fees (add to total test fees)	
Register by phone (available only if you have registered before)	\$15
Change test, test date or test center fee	\$25
Late fee (U.S. and U.S. territories)	\$26
Standby fee	\$43

ACT*

www.actstudent.org

Test Date	Registration Deadline	(Late Fee Required)
September 10, 2011	August 12, 2011	August 13 – 26, 2011
October 22, 2011	September 16, 2011	September 17 – 30, 2011
December 10, 2011	November 4, 2011	November 5 – 18, 2011
February 11, 2012*	January 13, 2012	January 14 – 20, 2012
April 14, 2012	March 9, 2012	March 10 – 23, 2012
June 9, 2012	May 4, 2012	May 5 – 18, 2012
ACT (No Writing)		\$34.00
ACT Plus Writing		\$49.50
Late registration fee (U.S. or Canada only)		add \$21.00
Standby testing on test day		add \$42.00

*This page is to be used as a quick-reference only. Please check the official SAT and/or ACT web sites for the most up-to-date information on test offerings and fees.

SENDING STANDARDIZED TEST SCORES

The RHS transcript packet does **NOT** include any standardized test scores (SAT I, SAT II, ACT, or AP). It is **YOUR** responsibility to have scores sent directly from College Board or ACT. Without the required scores, the college admissions office will consider your application to be **incomplete**.

SATs

- Only the scores from test dates that the students select through score choice will be reported. If score choice is not selected, all scores will be sent.
 - It is *your ethical responsibility* to follow college's policies regarding score choice. Please consult individual college websites for their rules and regulations regarding SATs.
- At the time of registering for the SAT I or II, up to four colleges can be coded in at no cost.
- For additional schools beyond the original four:
 - Online (www.collegeboard.org) – log into your personal account
 - The cost is \$10.50 per college.
- Scores are sent approximately five weeks after you submit your request. Therefore, it is necessary to factor in all application deadlines.
- Rush reporting is available for an additional \$30.00, plus \$10.50 per report (see www.collegeboard.org for details). **HOWEVER**, there are a growing number of schools that do not accept rushed scores.
- For additional information for regarding SATs:
<http://sat.collegeboard.org/scores/> OR 866-756-7346

ACTs

- Go to the ACT website (www.actstudent.org) and click “Send Your Scores.”
- Log in as instructed.
- Regular reports are \$10.00 per test date, per report; Priority reports are \$15.00 per test date, per report.

Advanced Placement Exams

- Generally, official AP Scores are sent by the student at the conclusion of the senior year, once you have committed to a college. If you wish to send scores from junior year so that they are considered with your application for admission, you should discuss the strategy with your counselor. In those cases, an unofficial printout from your College Board account will usually suffice.
- If you do need an official copy sent, log onto the following web site for all information on AP Score Reporting Services: http://www.collegeboard.com/student/testing/ap/exgrd_rep.html

COUNSELOR LETTERS OF RECOMMENDATION

Counselors write and send a recommendation with the transcript. A transcript release form and the completion of the Senior Packet initiate this request. No additional materials are needed, including Secondary School Report or Counselor Evaluation forms (we have access to those online). **Your letter of recommendation will not be written if you have not turned in your Senior Packet.**

TEACHER LETTERS OF RECOMMENDATION

*Last spring, you asked teachers who know your scholastic ability and academic performance well to write you a letter of recommendation. Once school begins in the fall, you will need to research and prepare materials for your teachers. Be sure to give teachers a **minimum of 10 school days** to prepare and send recommendations.*

Here's what to do...

First, **ASK** your teachers:

- Whether or not they have a Naviance account that enables them to send recommendations electronically
 - Only a small, pilot group of 18 teachers are submitting recommendations online this year. Ask your teacher if he/she is part of that pilot group.
 - Teachers who submit forms electronically will be required submit a recommendation for *all* of the schools to which you are applying.
- If they have any additional forms you need to complete (i.e. – Student Information form)

Then, for each school you're applying to, **YOU** need to find out:

- The school's deadline for supplemental materials (i.e. – recommendation letters)
- Whether or not the school uses the Common Application
- Whether or not the school has a Teacher Recommendation Form (All Common App schools use the Common App Teacher Evaluation Form)
- Whether or not the school accepts "eDocs."

It's easy to find this information using Naviance! Log in. On the "Colleges I'm Applying To" screen, look in the "Submissions" column.

College	Type	Applying via Common App?	Submissions
<input type="checkbox"/> CO Sch of Mines	RD	-	
<input type="checkbox"/> The College of New Jersey	RD	Unknown	
<input type="checkbox"/> Pennsylvania State Univ	RD	-	

- If a school has a blue computer symbol next to it, they use eDocs, but not Common App.
- If a school has a blue computer symbol with a "CA" in it, they use eDocs **and** Common App.
- If the school has a red postage stamp next to it, supplemental materials must be mailed; they do not use eDocs.

TEACHER LETTERS OF RECOMMENDATION, CON'T

If your teacher(s) will be using Naviance eDocs, there is one more step to complete before logging out of your Family Connection account—electronically request the Teacher Recommendations:

1. Click on the “Colleges” tab and then the “Colleges I’m Applying to” link.
2. Scroll down to the Teacher Recommendation Section
3. Click “Add/Cancel Requests.”
4. Use the drop-down menu to select a teacher and if you wish, write a note to that teacher.
 - a. If your teacher’s name does not appear, he/she does not have the capability to use Naviance eDocs to submit your recommendation. Check with him/her to clarify.
 - b. You only need to request recommendations from teacher on this screen once, regardless of how many schools you are applying to.
5. Click “Update Requests.”

Please note:

- Do not use Naviance as a way to ask your teachers for recommendations. You should only add their name if you spoke with them in person last spring and they agreed to write your letter.
- Teachers who submit forms electronically will be required submit a recommendation for *all* of the schools you are applying to.

For colleges requiring hard copies of recommendations via “snail mail,” or for teachers who will *not* be using Naviance eDocs:

1. Complete the student section of the Teacher Evaluation form, if your school requires one.
 - Again, Common Application schools require this form, which can be downloaded from the Common App Web site (under “Download Forms”). Other schools may or may not have their own version of the form.
 - Don’t forget to complete the waiver and sign where indicated.
2. Include an envelope addressed to the college’s admission office.
 - Be sure the complete mailing address on the envelope is correct.
 - Use RHS as the return address.
 - Ensure there is proper postage on the envelope.

Finally, in one complete packet, provide for your teachers:

- A completed “Teacher Recommendation Chart” (sample on the next page; blank form at the end of the packet, or available for download from the Guidance Web site)
- Paper copies of any forms, where applicable
- Addressed envelopes (as explained above) for schools requiring mailed recommendations
- Any other materials they may have requested

The teacher will send the letter of recommendation and any supporting forms directly to the college, either by mail, or by uploading it to Naviance eDocs.

TEACHER RECOMMENDATION CHART

Student's Name: Sara Student

Teacher's Name: Sample Teacher

Teacher will use eDocs where accepted? Yes No (If no, provide envelopes)

Date this form and materials were given to teacher: September 19, 2011

Name and Mailing Address of College Admissions Office	Deadline for Supplemental Materials	Does the school use Common App? (Write Yes or No)	Does the school accept eDocs? (If No, or if the teacher does not use eDocs, provide envelopes)	Is there a Teacher Form to be sent with the letter? (Write Yes or No)	If yes, is the form online, or are you providing a hard copy? (Write <i>online</i> or <i>hard copy</i>)
<i>The College of New Jersey</i> Undergraduate Admissions PO Box 7718 Paul Loser Hall 228 Ewing, NJ 08628	February 1st	Yes	Yes	Yes	Online
<i>Montclair University</i> Undergraduate Admissions 1 Normal Avenue Montclair, NJ 07043	November 1st	No	No (envelope provided)	No	
<i>University of Maryland</i> Undergraduate Admissions Mitchell Building College Park, MD 20742	November 1st	No	Yes	Yes	Separate Online Site
<i>University of Delaware</i> Undergraduate Admissions Attention: Applications Newark, DE 19716	December 1st	Yes	Yes	Yes	Online

REQUESTING YOUR TRANSCRIPTS THROUGH NAVIANCE/FAMILY CONNECTION



PAYING FOR YOUR TRANSCRIPTS...

*There is a flat \$10.00 fee per student for transcripts. A **cash** payment must be brought into the Guidance Secretaries prior to requesting transcripts on Naviance. YOUR ABILITY TO REQUEST TRANSCRIPTS WILL NOT BE ACTIVATED UNTIL PAYMENT IS RECEIVED.*

A visual, step-by-step PowerPoint guide explaining how to request transcripts is available on the Guidance Web site under "College:"
<http://www2.bernardsboe.com/Guidance/College.aspx>

PRIOR TO REQUESTING TRANSCRIPTS...

1. Senior Packets and Transcript Release/Waiver form **must** be turned in to your counselor.
2. The one-time, \$10 flat fee **must** be submitted to one of the Guidance Secretaries (CASH ONLY).
3. Create an account with Common Application. *This step needs to be completed, regardless of whether or not you are applying to a Common App school (see next page for details).*

IMPORTANT INFORMATION REGARDING...



You must create an account with Common Application, regardless of whether or not you are applying to a Common App school.

www.commonapp.org

The mandatory creation of a Common Application account is required by Naviance in order for you to use your Naviance/Family Connection account to request transcripts.

After you create your account on www.commonapp.org:

1. Determine which schools participate in Common App and which don't (use the "Search" feature on the Common App Web site)
2. If the school *does* participate in Common App, add that school to the "My Colleges" list in your Common App account
3. If the school is *not* a Common App school, you cannot/will not be able to add it to this list

Please note...

- If a school offers you the option of using the Common Application or their own application, you ***must*** use the Common Application.
- You *don't* have to complete the application at this stage, but you *do* have to add schools to the list.
- Do not confuse this list with the list of colleges in your Naviance account (you need to have your schools listed in *both* your Common App and Naviance Accounts).
- Have your username and password available when you're ready to request transcripts in Naviance/Family Connection.

TO ENTER A TRANSCRIPT REQUEST...

- Log into the **Student's** Naviance account (<http://connection.naviance.com/ridge>)
- Enter email address
- Enter Naviance password

Contact the Guidance secretaries if you do not have this information.

You need to do this one time only.

- Click the "Colleges" tab
- Click "Colleges I'm applying to"
- Complete the "Privacy Notice for Common Application" in the aqua box (have your Common Application login information available)

→ IMPORTANT PRIVACY NOTICE FOR COMMON APPLICATION

Common Application recommendation forms may not be submitted online by your school until you answer the questions below. You will not be able to change this information once you have completed the items below.

I understand that under the terms of the FERPA, after I matriculate I will have access to this form and all other recommendations and supporting documents submitted by me and on my behalf, unless at least one of the following is true:

1. The institution does not save recommendations post-matriculation (see list at www.commonapp.org/FERPA).
2. I waive my right to access below, regardless of the institution to which it is sent.

Yes, I do waive my right to access, and I understand I will never see this form or any other recommendations submitted by me or on my behalf.

No, I do not waive my right to access, and I may someday choose to see this form or any other recommendations or supporting documents submitted by me or on my behalf to the institution at which I'm enrolling, if that institution saves them after I matriculate.

By completing this form, I authorize all schools that I have attended to release all requested records covered under the Federal Educational Rights and Privacy Act (FERPA) so that my application may be reviewed by the Common Application member institution(s) to which I am applying. I further authorize the admission officers reviewing my application, including seasonal staff employed for the sole purpose of evaluating applications, to contact officials at my current and former schools should they have questions about the school forms submitted on my behalf.

Please enter your Common Application Online username and password if available. This information will ONLY be used to lookup your account so that your counselor and teachers may submit your recommendation forms online.

Common application username:

Common application password:

Confirm password:

- Check "Yes" or "No" to indicate whether you waive your rights to access your recommendation in the future.
- Check the box to authorize the release of records.
- Fill in your Common application username and password (this *must* match the info you entered into Common App *exactly*).
- Click Submit

After you've completed the Waiver:

- Click the "Colleges" tab
- Click "Transcripts" (on the left side)
- Click "Request transcripts for my college applications"
- Click "Add Request" for the colleges to which you have applied (if the college name does not appear on the checklist, use the "New Applications" feature to add the college to your list)
- Click "Request Transcripts" at the bottom of the page

Be sure you get a confirmation message that looks like this:

✔ Confirmation
Your transcript requests have been submitted.

TO CHECK TRANSCRIPT STATUS...

- Log onto Naviance/Family Connection (<http://connection.naviance.com/ridge>)
- Enter email address
- Enter Naviance password

- Click the “Colleges” tab
- Click “Transcripts” (in the left column)
- Click “View the status of all my transcript requests”

A visual, step-by-step PowerPoint guide explaining how to request transcripts is available on the Guidance Web site under “College:”
<http://www2.bernardsboe.com/Guidance/College.aspx>

Your screen will look something like this:

[transcript status](#)

College Application Transcripts

Confirmation Number	College	Requested	Due	Mailed	Mid-Year	Final	Confirmed Receipt
3603760	Adelphi Univ	7/27/10	-	pending	-	-	
3603761	Dickinson Coll	7/27/10	2/1/10	pending	-	-	

- **Requested** – the date the transcript request was made
- **Due** – the default date set by the college for the application deadline
- **Mailed** – the date the transcript, school profile, counselor report, and counselor recommendation were sent from the Ridge guidance department
- **Mid-Year** – the date the mid-year report is by the Ridge guidance department (automatically sent in February)
- **Final** – the date the final transcript will be sent to the school you choose to attend next year
- **Confirmed Receipt** – Ridge guidance has received your transcript request

CANCELING A TRANSCRIPT REQUEST...

- If you wish to cancel a transcript request, see one of the Guidance Secretaries. This cannot be done through Naviance/Family Connection.

MISCELLANEOUS, BUT STILL IMPORTANT!

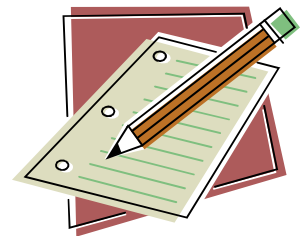
Common Application

It was mentioned before, but it is so important, it bears repeating! If a school offers you the option of using the Common Application or their own application, you **must** use the Common Application. Otherwise, your supporting documents from Ridge will never match up, and we'll have no way of knowing they didn't get to the right place. Remember, it is always *your* responsibility to follow up with colleges to make sure they have what they need!

Early Decision Applicants

If you are applying Early Decision (ED) to a school, you, your parent/guardian, and your counselor must sign an "ED Agreement" form. The ED Agreement is required *only* for candidates who have chosen to apply via the binding Early Decision Plan to their first-choice institution. This form can be downloaded from the Common Application Web site (if the school participates in Common App), or from a school's own Web site (if it does not participate in Common App).

- It must be printed, signed, and brought to your counselor.
- Ridge High School will not send it electronically or by mail.
- After obtaining the necessary signatures, it is the *student's* responsibility to mail it.



Your Email Address

College Admissions Representatives stress the importance of using an appropriate e-mail address for college communications. You don't get a second chance to make a first impression! Ideally, set up a new email account to use solely for college communications—something simple and professional, like "First name Last name @ server.com." Finally, make sure you check this account regularly! It will be the primary way colleges contact you with updates and information.

Résumés and Additional Information

Upload your résumé to Common Application account for submission. For non-Common Application schools, if the school's own application does not allow you to upload, the *student* must mail a hard-copy résumé to the colleges on their own. It is *your* responsibility to send—either electronically or by mail—any additional information you would like the schools to have (consult with your counselor).

Senior Year Course Changes

Changes to your senior year course selections after applications have been submitted and/or acceptances are received may affect admission offers by colleges and universities. Before making any schedule changes, contact each school's admission office directly to discuss. Then, if you decide to make the schedule change, you must write a letter to each school explaining the course change. Consult with your counselor throughout this process. Note that this is a separate task from the Ridge Guidance Department's process to have a course dropped.



Senior Year Grades

Marking Period 1 grades to be sent to colleges and universities are the **student's** responsibility. Print the report card from the Home Access Center and send to the appropriate colleges and universities, if requested. Midyear reports, however, will automatically be sent by Ridge Guidance in February.

NCAA Eligibility Center

All information on NCAA may be found at www.ncaaeligibilitycenter.com. Use Naviance to request a transcript be sent to the NCAA, just as you would request a transcript be sent to a college.

- Check with your counselor for eligibility at the college level
- Ridge GPA is **NOT** the same as the NCAA core GPA



Instant Decision Days

Some local colleges will come to Ridge, review your transcript and test scores, interview you, and make a same-day decision as to whether or not you have been accepted. Please check the Ridge Guidance Web site regularly for a list of dates, participating colleges, and other instructions.



Rutgers University

If you are applying to Rutgers University, you *should not* request transcripts on Naviance. Rutgers does not accept high school transcripts or any other forms or recommendations. Instead, the Rutgers online application will prompt the student to complete an online Self Reported Academic Record (SRAR). Your application will not be complete unless you complete the SRAR online; it cannot be done by the counselor/guidance office.

Also, you will need your “State Student ID” Number. This is on the copy of the unofficial transcript you will receive from your counselor at your senior meeting. It is also located on Naviance (Log on, click on the “About Me” tab, click on “Profile,” and look in the right-hand column). Make sure you copy the *State* ID Number.

College Visits

Many college representatives visit Ridge during the school day in the fall. If you plan to apply to a school that is visiting, or if you wish to find out more about that institution, it is to your benefit to attend the presentation. Unless otherwise noted, College Visits take place in the Media Center.

For a list of College Visits, log into the student’s Naviance account, click *Colleges* and click *View All Upcoming College Visits* (on the right). Click *Sign Up* if you wish to attend, and **PRINT OUT** the confirmation page to use as your pass out of class.

You need to obtain permission from the teacher of the class *before* the visit—not the day of. On the day of the actual visit, you should report to class first and have your confirmation form signed by the teacher before reporting to the Media Center. You will not be admitted without the signed confirmation form.

Interviews

Some colleges offer interviews as part of the admission process. Some interviews are evaluative (they will be directly used as part of the admissions decision), and some are simply informative (an opportunity for the admissions rep or alumnus to get to know you—and vice versa). A list of interview “dos and don’ts” and sample questions can be obtained from your counselor. Mock interviews can be arranged on a limited basis—first come, first served.

Scholarships/Special Programs

A current list of Scholarships and Special Programs can always be found on Naviance (click on *Colleges and* scroll to the bottom. Under *Scholarships and Money*, click *Scholarship List*). Check back regularly, as new opportunities are added as soon they come into the guidance office.

Forms

There is a “Forms” tab on the Guidance Department Web Site that contains several college-related documents you may or may not need. Log on to find the following forms:

- **Permission to Disclose Disability Form:** this form gives your Counselor permission to disclose/discuss your disability in your recommendation letter. Please note that we may not disclose this information without a signed form.
- **Teacher Recommendation Waiver Form:** Some teachers may ask that you complete this form to waive the right to view your letter of recommendation.
- **Release of Records/Counselor Waiver Form:** This form is found at the end of this packet, and must be completed and returned as part of your Senior Packet. You can download another copy should you need one.
- **Transcript Request for Scholarships Form:** If you need a transcript sent with a scholarship application, you’ll need to complete this form *in addition to* the transcript release.
- **Senior Packet:** We HOPE you’ve completed your Senior Packet by now, but if not, you can still download the documents from the Forms page!

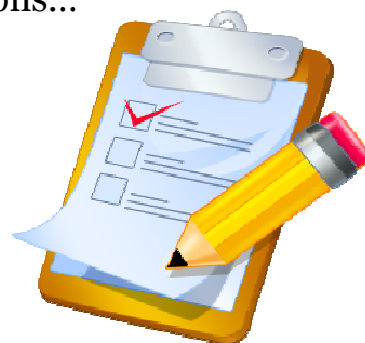
Direct link to the “Forms” page:
<http://www2.bernardsboe.com/Guidance/Forms.aspx>

APPLICATION INFORMATION

Things you'll need to know when completing your applications...

General RHS Information:

- Address: Ridge High School
268 South Finley Avenue
Basking Ridge, NJ 07920
- Phone: 908-204-2585
- Fax: 908-204-2582
- Principal: Mr. Francis Howlett
- Assistant Principals: Dr. Gina Donlevie, Mrs. Kathleen Dusebout,
Mr. Scott Thompson, Mr. Thomas Thorp



Guidance-Related Information:

- CEEB/ACT Code: 310050
- Number of students in graduating class: 448
- Total enrollment at RHS: 1,785
- Date of graduation: June 22, 2012
- GPA Scale: 4.0
- Class Rank: We do not rank (fill in "N/A" if asked)
- GPA Weighting: Yes

Guidance Counselors/College Advisors:

- Ms. Marguerite Cahill.....x 114 mcahill@bernardsboe.com
- Mrs. Carrie Capozzix 112..... ccapozzi@bernardsboe.com
- Ms. Rebecca Muraview.....x 113..... rmuraview@bernardsboe.com
- Ms. Linda Riccobono.....x 117..... lriccobono@bernardsboe.com
- Mrs. Jillian Shadis.....x 119 jshadis@bernardsboe.com
- Ms. Kimberlee Sweetx 118 ksweet@bernardsboe.com
- Mrs. Jackie Treanorx 116 jtreanor@bernardsboe.com
- Mrs. Katherine Van Der Stadx 109..... kvanderstad@bernardsboe.com
- Ms. Peggy Wux 111 mwu@bernardsboe.com

Important to Remember:

- Allow at least ten (10) school days for the Ridge Guidance Department to process transcripts.
- Midyear reports will **automatically** be sent for all colleges to which you are applying. *No additional forms are necessary.*
- Should the college request first marking period grades, this is YOUR responsibility. Print them from Home Access Center, and send them to the college. Ridge Guidance WILL NOT send first marking period grades.

DEADLINES FOR SUBMITTING TRANSCRIPT REQUESTS

If the College/University Application Deadline is...	...Your Transcript Request must be submitted through Naviance on or before the following:
November 1, 2011	October 14, 2011
November 15, 2011	October 28, 2011
December 1, 2011	November 11, 2011
<i>December 15, 2011</i>	<i>December 1, 2011</i>
<i>January 1, 2012</i>	<i>December 1, 2011</i>
January 15, 2012	December 22, 2011
February 1, 2012	January 13, 2012

NOTE: The requirements to submit your college transcript requests to the guidance office as outlined above will allow the guidance staff the necessary time to complete your college recommendations, high school transcript, and your secondary school report. Without your cooperation, we **cannot guarantee** that your application materials will reach their final destination on time.

*Keep this chart for your records in order to meet
all application deadlines in an organized fashion.*

Parent/Guardian Release of Pupil Records

Federal and State law forbid release of Pupil Records without permission. Ref.: N.J. Administrative Code #6:3-2.6. states, "Organization, Agencies and Persons from outside the School (shall have access to pupil records) if they have written consent of Parents or Adult (age 18) Pupils."

I give my permission for Ridge High School to release all academic records to colleges, scholarship programs and/or athletic representatives. I understand that transcript requests require ten (10) school days to process.

Student Name (Please Print)

Date

Parent/Guardian's Signature

Parent/Guardian's e-mail address

Student's Signature (if over age 18)

Student's e-mail address

Recommendation Waiver

Under the terms of the Family Educational Rights and Privacy Act (FERPA), after you matriculate you *will* have access to all other recommendations and supporting documents submitted by you and on your behalf after matriculating, unless at least one of the following is true:

1. The institution does not save recommendations post-matriculation.
2. You waive your right to access below, regardless of the institution to which it is sent:

- Yes, I do waive my right to access, and I understand I will never see any recommendations submitted by me or on my behalf.
- No, I do *not* waive my right to access, and I may someday choose to see any recommendations or supporting documents submitted by me or on my behalf to the institution at which I'm enrolling, if that institution saves them after I matriculate.

Printed Name: _____

Birth date: _____

Student Signature: _____

Date: _____

TEACHER RECOMMENDATION CHART

Student's Name: _____

Teacher's Name: _____

Teacher will use eDocs where accepted? Yes No (If no, provide envelopes)

Date this form and materials were given to teacher: _____

Name and Mailing Address of College Admissions Office	Deadline for Supplemental Materials	Does the school use Common App? (Write <i>Yes</i> or <i>No</i>)	Will the teacher submit materials using eDocs? (Write <i>Yes</i> or <i>No</i>)	Is there a Teacher Form to be sent with the letter? (Write <i>Yes</i> or <i>No</i>)	If yes, is the form online, or are you providing a hard copy? (Write <i>online</i> or <i>hard copy</i>)