

**College and
Career Center**

Middletown High School
**College Planner
WORKBOOK**



for Juniors and Seniors

Calendar Checklist: Junior Year

SEPTEMBER

Check your schedule. Make sure you have all your academic classes scheduled, including electives and physical education. If you have a problem with your schedule, make an appointment with your guidance counselor.

OCTOBER

Take the PSAT.
 Attend college fairs.
 Attend College Panel/Financial Aid Night (see counselor for date) at Middletown High School.

NOVEMBER

All students must have an ID to perform Internet searches in the library. Make sure you get one!
 Regularly view the MHS Web site for information and updates.

DECEMBER-JANUARY

Start prepping for the SAT or ACT.
 Sign up for the May SAT or ACT.

FEBRUARY-APRIL

Meet with your counselor for ongoing post-high school planning. Make sure the courses you choose for your senior year are academically challenging.
 Make an appointment to visit the College & Career Center.
 Visit colleges during spring break.

MAY

Attend MHS & SUNY Orange college fairs.
 Review colleges.
 Request catalogs, information, financial aid materials, and applications from colleges.
 Review catalogs received.
 Take the SAT.
 Call college admissions offices to make appointments for interviews, tours, and informational sessions.
 Begin the certification process with NCAA Clearinghouse if you are intending to participate in college athletics.
 Prepare a tentative list of schools to visit in the summer and fall and share it with your guidance counselor.
 Continue to make appointments for interviews, tours, and information sessions.

JUNE

Prepare for finals and Regents exams.
 Take the SAT/ACT, SAT Subject Tests.

JULY-AUGUST

Review college Web sites.
 Schedule interviews and tours.
 Work on your resume.

Calendar Checklist: Senior Year

SEPTEMBER

- Continue research on colleges.
- Continue to make college visits, if possible, when classes are in session.
- Check testing dates and register for the SAT, SAT Subject Test, and ACT.
- Register for SAT review courses or work independently with a review book or computer program.
- Submit resume to your counselor.
- Review list of colleges visiting the College & Career Center. Meet with these representatives.
- Ask teachers to write letters of recommendation on your behalf.
- Make appointment with your counselor for senior interview. Check credits, permanent record and senior year program to determine if credits, and diploma requirements are being met satisfactorily.

OCTOBER

- Regularly check the College & Career Center for information & updates.
- Attend College Panel/Financial Aid Night at Middletown High School. (See school counselor for dates.)
- Attend college fairs.
- Submit early decision applications.
- Continue to collect applications and financial aid information.
- Prepare your senior resume.
- Attend "How to Write a College Essay" Workshop" See school counselor for date.

NOVEMBER

- Finalize selection of colleges or trade, vocational, and business schools.
- Take SAT or SAT Subject Tests or ACT.
- College applications due.
- Attend financial aid program.
- Check to see if your colleges require your first quarter grades. Many colleges will need to see these before making a final decision about admissions and financial aid.
- Begin your college essay.

DECEMBER

- Obtain financial aid forms in the guidance office. The forms cannot be mailed until after January 1.
- Complete all applications with January deadlines for colleges and submit them to your counselor by early December.

JANUARY

- Remaining college applications are due in guidance office.
- Keep working in the classroom. Second semester grades must be reported to colleges. Keep in mind that admission is generally contingent upon satisfactory completion of all courses.
- Visit colleges. Write or call ahead for an appointment.
- Complete financial aid forms and make sure that you have sent SAT and/or ACT score reports to each college you are applying to.
- Continue checking on and listening to announcements concerning financial aid and scholarships
- Visit the MHS Web site to view the scholarship guide.

FEBRUARY

- Notify your guidance counselor of any college acceptances and/or denials.
- Have mid-year grades sent to all colleges requesting them.
- Keep your guidance counselor informed of any correspondence you may receive from colleges regarding the status of your application for admission.
- Visit the MHS Web site to review scholarship updates.

MARCH-APRIL

- Prepare for finals and Regents exams.
- Keep a record of all correspondence from colleges.
- Notify colleges, by letter, to which you have applied, stating your intention of acceptance or informing colleges that you will not attend.

MAY

- Notify your guidance counselor of any scholarships, acceptances, or grants that you have received. Be aware that many colleges make their financial aid offers as late as May or June.
- Complete all materials that were mailed to you (health forms, room and board forms, etc).
- Take AP exams.

JUNE

- Prepare for final exams and Regents.
- Have final transcript sent to college you will attend. Transcripts are not printed until mid-July and, therefore, cannot be sent until then.

20 Questions To Ask Your Guidance Counselor

Your guidance counselor is one of your best resources as you plan for college. Your counselor has information about admissions tests, college preparation, and your education and career options. Here are some basic questions to help get your conversation started:

1. What are the required and recommended courses for graduation and for college prep?
2. How should I plan my schedule so I'll complete them?
3. Which elective courses do you recommend?
4. Which AP courses are available?
5. When is the PSAT/NMSQT going to be given here?
6. Is this school testing for the SAT, or will I need to go somewhere nearby?
7. Do you have any after-school or evening sessions available for college planning or the SAT?
8. Do you have college handbooks or other guides that I can browse or borrow? Do you have a copy of the free *SAT Preparation Booklet*, which has a practice test in it?
9. What activities can I do at home and over the summer to get ready for college?
10. What kinds of grades do different colleges require?
11. Are there any college fairs at this school, or nearby?
12. Where do other students from MHS attend college?
13. What are the requirements for the National Honor Society?
14. Can you put me in touch with recent grads who are going to the colleges on my wish list?
15. Do you have any information to help me start exploring my interests and related careers?
16. If my colleges need a recommendation from you, how can I help you know me better so it can be more personal?
17. Are there any special scholarships or awards that I should know about now so I can work toward them?
18. Can I see my transcript as it stands now, to see if everything is as I think it should be?
19. Do you have any forms I need to apply for financial aid?
20. How does our school compare to others, in terms of test scores and reputation?

Navigating Bridges



Bridges (www.bridges.com) is a web-based program which can help you in your college process. It is a way to search different career options and generate a college list, organize your personal data, and acquire a wealth of information about various institutions. We recommend that you utilize this system and understand all that it can do for you. Our hope is that using *Bridges* will save you time and help the college process go a bit more smoothly for you. Please contact your counselor or Mrs. Parker in the College and Career Center to set up an appointment to use this fantastic tool.

Instructions For Using Bridges

1. Enter Middletown's site ID Number, 0099371, and password "middle."
2. Create a portfolio for your information. Click on "create a new portfolio" and answer the questions.
3. To begin your college search:
 - Go to Choices Planner.
 - Under the learn section, click on "school finder."
 - Check boxes for your search preferences: key facts, admissions, tuition and costs, programs offered, sports, campus life, and career connect.
 - When you select a college from the list given, you will be given key facts on size, location, contact information, college Web site address, and much more.

What Really Matters To You?

What really matters to you influences your choice of a school. Identifying and clarifying some of these factors will help you understand the important characteristics the schools you're looking at offer.

Directions: Read each statement below and circle the appropriate number.

- 1 = Very Important
- 2 = Somewhat Important
- 3 = Not Important

How Much Does It Matter That The School...

- | | | | |
|--|---|---|---|
| 1. Is strictly a four-year college? | 1 | 2 | 3 |
| 2. Is located in or near a small town? | 1 | 2 | 3 |
| 3. Is located near scenic beauty? | 1 | 2 | 3 |
| 4. Is located close to family? | 1 | 2 | 3 |
| 5. Is located in the Northeast? | 1 | 2 | 3 |
| 6. Is located in or near a large city? | 1 | 2 | 3 |
| 7. Is well-known? | 1 | 2 | 3 |
| 8. Is highly selective? | 1 | 2 | 3 |
| 9. Is co-ed? | 1 | 2 | 3 |
| 10. Is one where friends are going to? | 1 | 2 | 3 |
| 11. Is very competitive? | 1 | 2 | 3 |
| 12. Has small classes? | 1 | 2 | 3 |
| 13. Has an academic support system? | 1 | 2 | 3 |
| 14. Has an active campus social life? | 1 | 2 | 3 |
| 15. Offers intramural athletics? | 1 | 2 | 3 |
| 16. Has numerous clubs/groups? | 1 | 2 | 3 |
| 17. Has sororities and fraternities? | 1 | 2 | 3 |
| 18. Is academically rigorous? | 1 | 2 | 3 |
| 19. Offers internships? | 1 | 2 | 3 |
| 20. Offers study abroad? | 1 | 2 | 3 |

Note the number of 1's you circled. These characteristics seem to be most important to you. It is possible to find everything you want in one campus!

College Criteria

The factors listed below are important to consider as you begin to examine schools and your choices. Check the criteria that are important to you.

ENTRANCE DIFFICULTY

- Most Difficult
- Very Difficult
- Moderately Difficult
- Minimally Difficult
- Non-Competitive/Open Admission

TYPE OF SCHOOL

- Vocational
- Armed Services
- Two-year
- Four-year
- Public: (SUNY/CUNY)
- Private
- Religion Affiliated

ENROLLMENT SIZE

- Very small (under 1,000 students)
- Small (1,000 to 4,999 students)
- Medium (5,000 to 9,999 students)
- Large (10,000 to 20,000 students)
- Very Large (more than 20,000 students)

CAMPUS SETTING

- Urban
- Suburban
- Rural

GEOGRAPHIC AREA

- Commuting Area
 - Schools in New York State
 - Schools in the Northeast/
Mid-Atlantic area
 - Other
- (Specify): _____

HOUSING

- Single sex dormitories
- Co-ed dormitories
- Living off campus permitted
- Commuter

CAMPUS LIFE

- Sports (name sport/s) _____
- Newspaper
- Drama
- Radio Station
- Fraternities/
Sororities
- Other

STUDENT BODY

- Co-ed student body
- Single sex student body
- Ethnic/diverse mix

Questions To Ask College Representatives

Below is a list of questions that you might ask visiting college representatives. College representatives can tell you a lot, so use the time available to see as many as you can and ask as many questions as you can. Don't be shy. Don't assume you can't get into a school. Don't assume anything. Go ahead and ask! Make good use of this time and you will be glad you did.

QUESTIONS:

- What are the five strongest majors at your institution?
- When must I choose a major?
- What types of internship/co-op experiences are available?
- What type of high school background are you looking for in applicants?
- Are there programs for study abroad?
- What types of extra-curricular activities are there on campus?
- How can I arrange a campus visit? Are there any special visitation days on your campus coming up?
- What are the application deadlines for admission and financial aid?
- Do you accept AP test credit?
- How does your institution place students in their freshman classes?
- What percentage of a typical freshman class will actually graduate from your college?
- How many of last year's freshman returned for their sophomore year?
- What percentage of the freshman class earned better than a 2.0 GPA last year?
- What is the average high school GPA of the entering freshman class and what is their average GPA after freshman year?
- How do you assign faculty advisors to students, especially those who are undecided about their majors?
- What additional academic services do you offer to students (tutoring, career counseling, study skills)?
- How effective is your institution's honor code? What is the penalty for cheating?
- What is the average age of your student body?
- How many students reside on campus? What percentage of the total student body is residential/commuter?
- Is your school a "suitcase college," where students go home on the weekends?
- How are roommates selected?
- How safe is your school? Where can I obtain statistics about crimes on your campus?
- What are some of the causes of students being suspended or dismissed from your institution? Is there an appeals system?

College Campus Checklist

A visit to the campus is the best way to see for yourself what a college is like. Visiting provides the opportunities for direct observation and experience. You will get a sense of the “personality” of each college and the composition of the student body. Most colleges encourage campus visits and many publish special brochures to help you plan your visit.

CHECKLIST:

- ___ Explore the college Web site before your visit.
- ___ Take a campus tour.
- ___ Have an interview with the admissions officer.
- ___ Get business cards and names of people you meet for future contacts.
- ___ Participate in a group information session at the admissions office.
- ___ Sit in on a class of a subject that interests you.
- ___ Talk to a professor in your chosen major that interests you.
- ___ Talk to coaches of sports in which you might participate.
- ___ Talk to a student or counselor in the Career Center.
- ___ Spend the night in a dorm.
- ___ Read the student newspaper.
- ___ Try to find other student publications—department newsletters, alternative newspapers or literary reviews.
- ___ Scan bulletin boards to see what day-to-day student life is like.
- ___ Eat in the cafeteria.
- ___ Ask students why they chose the college.
- ___ Wander around the campus by yourself.
- ___ Read for a little while in the library and see what it’s like.
- ___ Ask students what they hate about the college.
- ___ Ask students what they love about the college.
- ___ Browse in the college bookstore.
- ___ Walk or drive around the community surrounding the campus.
- ___ Ask students what they do on weekends.
- ___ Listen to the college’s radio station.
- ___ Try to see a dorm that you didn’t see on the tour.
- ___ Imagine yourself attending this college for four years.

Sizing Up A College of Choice

Read the following questions and circle either yes or no for each one.

- Small classes Yes No
- A great variety of courses Yes No
- A diverse student body Yes No
- A close-knit community Yes No
- Contact with well-known professors Yes No
- Privacy Yes No
- Personal attention from professors Yes No
- Anonymity Yes No
- Extensive extra-curricular activities Yes No
- Division I athletics Yes No
- School spirit Yes No
- Sports teams Yes No
- Research opportunities Yes No
- School opportunities Yes No
- Availability of graduate courses Yes No
- Greater opportunity for class discussion Yes No
- Accessibility to fellow students Yes No
- Close relationship with professors Yes No
- Close relationship with students Yes No
- The excitement of change Yes No
- Extensive library & laboratory resources Yes No
- Lively weekends on campus Yes No

Preparing A Student Resume

Name: Sara Jones
School: Middletown High School
Address: 24 Gardner Ave. Ext. , Middletown, NY 10940
CEEB Code: 333120

Academic Areas of Interest: Biology

Senior Courses:

- AP English
- AP Calculus
- AP Physics
- Issues in American Society and Government Economics
- Bioethics Orchestra

Awards and Honors:

- Academic Award (9-11)
- Math Award (9-11)
- Student Showcase (11)
- Seven times Exceptional Honors (9-11)

Clubs:

- National Honor Society (11-12)
- Mu Alpha Theta (10-12)
- Treasurer, New York State Science Honor Society (11-12)
- Mathematics Team (11-12)
- Chess Club (10-11)
- Writer for “Middie Messenger” (11-12)

Sports:

- Cross Country (11-12)
- Winter Track (10-12)
- Spring Track (11-12)

Music:

- Orchestra, Viola (9-12)
- String Quartet, Viola (11-12)
- Orchestral Pit, Viola (11-12)

Community Service:

- Secretary, Middletown Ambulance Youth Corps.
(12 hours monthly), 10/06-Present

Work Experience:

- Computer, Programming, Lamont-Doherty Earth Observatory
of Columbia University, Summer 2008

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A student resume is a summary of your experiences, achievements, goals, interests, and abilities that took place during your high school career. Evidence of participation and achievement beyond the classroom in athletics, clubs, work, and volunteer experiences can also be significant supporting credentials as part of your student resume.

Involvement in co-curricular activities, as well as activities and organizations in the community, can be quite rewarding in a number of ways. Such involvement has intrinsic worth. As you contribute to and become involved in various endeavors, you help others and benefit personally through a sense of accomplishment, building self-confidence, and gaining self-insight. Furthermore, colleges are very much interested in how you spend your non-classroom time.

You should submit a student resume with your college application for several reasons. First, it allows the admissions counsel to view your accomplishments— both in and outside of the classroom. Second, it showcases your contributions to your community. Third, it will save you from writing the same information several times on different applications.

Name: _____
School: Middletown High School
Address: 24 Gardner Ave. Ext. , Middletown, NY 10940
CEEB Code: 333120

Academic Areas of Interest: _____

Senior Courses:

Awards and Honors:

Clubs:

Sports:

Music:

Community Service:

Work Experience:



MHS ACADEMIC PLAN

Last Name

First Name

Class of

Date

Student ID

Counselor

Grade 9		
Course	Course Title	Credits
English		
Social Studies		
Math		
Science		
Foreign Language		
Literacy		
Physical Education		
Career Emphasis/ Electives		

Grade 10		
Course	Course Title	Credits
English		
Social Studies		
Math		
Science		
Foreign Language		
Physical Education		
Career Emphasis/ Electives		

Grade 11		
Course	Course Title	Credits
English		
Social Studies		
Math		
Science		
Foreign Language		
Physical Education		
Career Emphasis/ Electives		

Grade 12		
Course	Course Title	Credits
English		
Social Studies		
Math		
Science		
Foreign Language		
Physical Education		
Career Emphasis/ Electives		

College/Postsecondary Interest:

Career Goals:

Tests Planned: PSAT/NMSQT _____

ACT _____ SAT I _____ SATII _____

Regents Exams: Global History _____ US History _____

English _____ Math _____ Science _____

Advanced Regents: Foreign Language _____ Math _____

Math _____ Science _____

Check List	1	2	3	4
English 4 Credits				
Social Studies 4 Credits				
Physical Educaon 2 Credits				
Math 3 Credits				
Science 3 Credits				
Foreign Language 1 or 3 Credits				
Art/Music 1 Credit				
Health 1/2 Credit				
Electives				

Senior Fact Sheet

This form will help your counselor and teachers write recommendations for you for college applications, scholarships, employment or other opportunities.

Name: _____ Date: _____

Address: _____ Phone: _____

Parents' names: _____

Career and/or college major you are considering: _____

College to which you expect to apply: _____

Extra & Co-curricular Activities: In the spaces provided, list the clubs, organizations, and athletic team in which you participated in (either in or out of school). In addition to years of participation, please list leadership positions held or other relevant information which will help to define your involvement in that organization.

Work/Volunteer Experience: Please include date of employment, type of work, and approximate hours per week.

Academic Awards, Honor, and/or Achievements: Include those honors earned (either in or out of school).

Personal Information: College recommendations ask for a summary about the student's character and sense of promise for personal and intellectual growth. Answer the following:

Describe yourself in five adjectives. _____

What are your special interests and abilities? _____

Has any summer job, experience or study been of significant importance to you? _____

What circumstances, if any, have interfered with your academic performance? _____

List two or three academic or personal goals you have set for yourself. _____

List any other important information. _____

Transcript Request Form

All efforts will be made to fill requests as quickly as possible, but please allow five (5) school days for processing.

Name: _____ Date of Birth: _____

Signature: _____ Date of Request: _____

Please send a transcript to the following:

School Name: _____

School Name: _____

Address: _____

Address: _____

School Name: _____

School Name: _____

Address: _____

Address: _____

School Name: _____

School Name: _____

Address: _____

Address: _____

Provide the month and year the following were taken:

SAT

SAT II

ACT

Listing of Courses Currently Taking:

Senior Interview Sheet

Name: _____ Date: _____

Parent Present: YES NO

1. Review educational history and graduation requirements

_____ Checklist completed

_____ Informational packets given to students

_____ Rank in class of _____

_____ CUM/GPA

_____ Completed out of the 22 needed for graduation

2. Discuss post-high school plans:

a. undecided b. 2-year college c. 4-year college

d. employment e. armed services d. vocational training

3. Career interests: _____

4. Colleges interested in: _____

5. Met with Mrs. Parker in College and Career Center (in the library) for college/career/scholarship information?

YES NO

6. Have you taken your SAT's and ACT's? YES NO

7. Understand requirements for the colleges that you are interested in? YES NO

8. Understand what you have to pass to graduate? YES NO

9. Download/request applications for college besides SUNY schools? YES NO

10 Do you understand the Financial Aid (FAFSA) process? YES NO

11. All applications and recommendations are back to me no later than December 1. Bring everything at once so ONE packet of all of your information goes to the college. ONLY hand in applications and recommendations once everything is completed. If you need me to write a recommendation for you, you must inform me prior to handing in information so I can get it ready to send out. This should be done NO LATER than November 21. I will send it out together with our official transcripts. It is your responsibility to be organized.

12. Have you asked teachers for letters of recommendation? YES NO

It is important that you maintain your grades. Colleges will ask for mid-year grades and there might be a supplemental application. Make sure you stay on top of things. Please discuss this with your family so that we are all on the same page. This will make it easier for you and for them. Good luck and enjoy this process and your future endeavors. Congratulations on your success and I hope to see you on my "Senior Wall" soon!

MHS College Application Checklist

Please complete on checklist for each application.

Name: _____

College: _____ Early Action
 Early Decision

Due Date: _____

High School Code: 333120

Counselor:

Campbell, Ruth Cutler, Lauren Ferguson, Linda Guasp, Courtney
 Mills, Latricia Monahan, Nadine Peterson, Jessica Woods, Patrick

Completed Application (Did you proofread and sign the application?)
(Did your parent sign the application, if needed?)

Online application submitted on (date) _____ (if applicable)

Mid Year Report Required

Application fee

Check attached

Check already mailed

Fee waived

Paying by credit card

Essay/Personal Statement, if required (Did you proofread this?)

Letter of recommendation

Counselor letter required

The following teachers have been given recommendation forms, if required:

1. _____

2. _____

3. _____

Note: Letters of recommendation should be sent directly from the teacher to the counselor.

OFFICE USE ONLY:

Date in: _____

Processing Application: _____

Date Given to Counselor: _____ (Secretary Initial: _____)

Date out: _____ Completed: _____ (Counselor Initial: _____)

**Ann Hall
Director of Guidance
Middletown High
School**

**24 Gardner Avenue Extension
Middletown, NY 10940
(845) 326-1628**