

GUIDELINES FOR HELPING STUDENTS DEVELOP A COLLEGE LIST IN A ONE-ON-ONE GUIDANCE SITUATION

In helping the students is it important to WRITE DOWN the information that you get from the student as well as THE COLLEGE LIST you develop so that you can refer to it when the student returns to you for a FOLLOWUP CONFERENCE.

COLLEGE LIST

- Ask the student for any college list he/she might have compiled.
- Ask student what is important to them about the college they might go to.
- Ask student about size, location,
- Ask student what they are interested in studying or what career ambitions they might have.
- Be sure to make sure that the student has a pen and paper and that he/she writes down the list of colleges as you suggest or find them.

STUDENT TRANSCRIPT

- Each student should come to the meeting with a copy of his/her **Transcript** which is the official transcript of the New York City Department of Education.
- **Reading the Transcript**
 - The transcript is set up by **subject** with the **most recent courses** at the top and the courses taken earlier in decreasing order. The **Subject Area Average** is located at the **bottom** of each subject and is reported **numerically to the 100th decimal**
 - The **final mark** for the course is in the **5th column** and is reported **numerically**.
 - The **credit** obtained for the course is in the **last column on the right** and is reported in a form where the **actual credit** is reported **first** and the **credits earned** is reported second (after the slash mark). The **credits earned** is what is counted for the **16 credits** needed for **graduation** and a **diploma**.
 - The **Cumulative Average** is located at the **bottom** of the **right side** of the transcript. This is reported **numerically to the 100th decimal**.
- **Converting the S.C.A. (Student Cumulative Average) into a college's G.P.A. (Grade Point Average).**
Formula is to divide the S.C.A. (60-100) by 25 which equals the G.P.A (1-4)

<u>S. C. A.</u>	<u>=</u>	<u>G. P. A.</u>	<u>S.C.A.</u>	<u>=</u>	<u>G. P.A.</u>	<u>S.C.A.</u>	<u>=</u>	<u>G.P.A.</u>	<u>S.C.A.</u>	<u>=</u>	<u>G.P.A.</u>
60		2.4	70		2.8	80		3.2	90		3.6
61		2.44	71		2.84	81		3.24	91		3.64
62		2.48	72		2.88	82		3.28	92		3.68
63		2.52	73		2.92	83		3.32	93		3.72
64		2.56	74		2.96	84		3.36	94		3.76
65		2.6	75		3.	85		3.4	95		3.8
66		2.64	76		3.04	86		3.44	96		3.85
67		2.68	77		3.08	87		3.48	97		3.88
68		2.72	78		3.12	88		3.52	98		3.92
69		2.75	79		3.16	89		3.56	99		3.96

- **Analyzing the Transcript** – Go over the transcript with the student so that he/she understands his/her Cumulative Average/Grade Point Average.
 - It is important to tell the student that each semester, Spring Class 11 and fall Class 12, in which their work improves will improve their average.

STANDARDIZED TESTING – Ask the student if they have taken either the PSAT (Preliminary Scholastic Aptitude Test, the SAT I (Scholastic Aptitude Test) or the ACT (American College Testing) and get their scores (you can use these when you read the college descriptions to find out how appropriate a college is for that particular student.

COLLEGE GUIDES: THE COLLEGE HANDBOOK AND THE INDEX OF MAJORS

THE C.E.E.B. HANDBOOK

This college guide is organized by Four Year Colleges (Bachelor's Degrees) and Two Year Colleges (Associate Degrees) and then **alphabetically by state**.

When you go over the college description it is important to evaluate the chance of the student for admission. This can be done in analyzing their Cumulative Average, the % of applicants admitted and the results of their Standardized testing (SAT, ACT) in relation to that of the majority of students at that particular college. You might analyze this in the following way:

- **Reach (a less than 50-50 chance of admission)**
 - If the student's Cumulative Average (GPA) is below the majority of students' GPA at that college
 - If their Standardized Testing is below the middle 50% of the students' standardized testing
 - If the % of applicants admitted is below 50%
- **Middle (a 50-50 chance of admission)**
 - If the student's Cumulative Average (GPA) is in the majority of GPA's of that college
 - If the student's Standardized Testing falls within the middle 50% of the students at that particular college
 - If the % of the applicants admitted is 50-65%
- **Likely (a better than 50-50) chance of admission)**
 - If the student's Cumulative Average (GPA) is above the majority of GPA's of that college
 - If the student's Standardized Testing falls above the middle 50% of the students at that particular college
 - If the % of the applicants admitted is over 65%

There are specific areas to address when you go over these with the student:

Bullet Points at the Beginning of the College Description – There are several which should be addressed in looking at each college:

- **Public/private institution**
- **Commuter/residential institution**
- **Size of student body** (frequently there will be a percentage breakdown of the student body which will tell the minority student how many of his/her ethnicity are at the college)
- **% of the applicants accepted.** This is will how easy or how difficult it is to be admitted in general
- **Deadline date for admission.** (pay attention to Priority Dates as the college accepts on a rolling basis)
- **Standardized Testing requirements** (SAT I, ACT, SAT II) This is important in terms of the student sitting for the standardize tests this spring (May or June) and early this fall.

Freshman Class Profile

- **Mid-50% test scores** – Look to see verbal and math SAT I scores or ACT composite scores and compare with student's.
- **GPA middle 50% average** – Look and compare to student's GPA and the % of GPAs this is.

Annual Costs/ Financial Aid – This will tell what the costs are. The section will also tell what percentage of the student body is on financial aid. It is particularly important to note how many students applied for aid and how many received it – if it is equal, then the college is able to meet the need.

Application Procedures. – This will tell the student what **Financial Aid Forms** the college requires and the deadline for them being submitted

Academics – This will tell about all the special study options a college offers and also if there are academic support services such as a learning center, study skills assistance, tutoring, etc.

Majors – This will tell all that majors that are offered and is helpful in terms of the student's interests and the strength of the program. For example, if a student was aeronautical engineering and the college only offers a general engineering major versus another college which has a separate major in aeronautical engineering, then second program is stronger.

Student Life – This is important to look at as it tells about religious and minority clubs as well as a great deal about student organizations and performing arts opportunities.

Athletics – This will tell both varsity and intramural men's and women's teams.

Student Services – This is important in terms of minority services, disability service, counseling, etc.

Contact – This section deals with all the information the student needs to contact the college, e-mail included.

INDEX TO MAJORS – This guide will help you find colleges which offer areas in which the student is interested. It is organized as follows:

- It is organized by the area of interest: for example, history, nursing, aeronautical engineering, biophysics, communications, film, photography, French, Tibetan, etc.
- You look up by area and subject and then it is sub-divided by state and lists every college that offers this area of interest.
- This guide also lists the kind of degree that a particular institution offers such as AA (Associate) B (Bachelor's) and D (Doctorate) as well as if it offers a certificate.

GLOSSARY FOR COLLEGE AWARENESS

The following are terms and their meanings which come up when people talk about going to college

A. TYPES OF INSTITUTIONS

1. colleges institutions of higher learning (i.e, after high school) which award bachelor's degrees after at least 4 years of successful study.
2. universities institutions which offers courses at college and graduate (post-college) levels.
3. schools schools within universities which offer courses in law, medicine, veterinarian medicine, business, and others.
4. liberal arts areas of study at colleges and universities such as literature, philosophy, history, sociology, economics, chemistry, physics, engineering, mathematics, robotics, computer sciences, French, Russian, Chinese and many others.
5. private colleges and universities institutions funded by student tuitions and endowments supplied by individuals and private institutions; open to all who qualify and can pay or qualify for financial aid.
6. state colleges and universities institutions funded by student tuitions and states (such as New York State); students from the state in which the institution is located get priority in admission and pay less than out of staters.
7. community colleges public institutions usually providing 2 year courses of study for "Associate" degrees; priority to students from the community in which they are located and less expensive than 4 year colleges. Courses are often more technical than those in 4 year colleges.
8. freshmen, sophomore, junior and senior what college years are called, in that order.

B. DEGREES

1. B.A. Bachelor of Arts - degree awarded after 4 years of successful college study in liberal arts.
2. B.S. Bachelor of Science – degree awarded after 4 years of successful college study in sciences.
3. A.A. Associate of Arts – degree awarded by community colleges after two years of successful study.
4. M.A. Master of Arts – degree awarded after 1 or 2 years of successful study of music, art, education or many other studies following graduation from a 4 year college.
5. Ph.D. Doctor of Philosophy – degree awarded after 4-6 years of study of music, art, education or many other studies following graduation from a 4 year college.
6. M.B.A. Master of Business Administration – degree awarded after 2 years of successful study of business following graduation from a 4 year college.
7. J.D. Doctor of Jurisprudence – degree awarded after 3 years of successful study of law following graduation from a 4 year college.
8. A. Arch. Master of Architecture – degree awarded 4 year of successful study of architecture following graduation from a 4 year college.
9. M.D. Doctor of Medicine – degree awarded after 4 years of successful study of medicine following graduation from a 4 year college.
10. R.N. Registered Nurse – degree awarded after 2-3 years of successful study of nursing.
11. L.P.N. Licensed Practical Nurse – degree awarded after 1-2 years of successful study of nursing.

D. ADMISSIONS

1. % Admitted The percentage of the applicants for admissions to the freshman class of a collage who were accepted by the college. If 5% are accepted, the college is hard to get into. If 80% are accepted, it's easier.

 2. G.P.A. Grade Point Average: this is the average of your grades for your courses for your 4 years of high school.

 3. Rank Where you stand in your class. Top 5, 2nd quarter, etc..

 4. Transcript The record of your grades during your high school years.
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E. STANDARDIZED TESTING

1. Standardized Testing taken by all applicants throughout the US and foreign countries to have a common evaluation theoretically predicting how you will do in college.

 2. SAT Standardized test taken in High School in Junior/Senior Years in reading, writing and mathematics. The results are sent to the colleges to which you apply for their consideration of you for admission.

 3. ACT American College Testing standardized test taken Junior/Senior year in English, math, social studies, science. Alternative to SAT.

 4. PSAT Preliminary Scholastic Aptitude Test (a practice test for SATs).
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F. APPLICATION AND FORMS

1. Application Form you complete to apply for admission to a college; usually 2 parts.

 2. Part I Part I supplies statistical information about you and charts your activities in High School.

 3. Part II Part II is your essay or personal statement.

 4. SSR Secondary School Report is a report about you by your College Guidance Counselor.

 5. Teacher Recommendation This form is filled out by your teachers in 11th or 12th grades and sent to the colleges to which you apply. The teachers are asked to give as much information as they can to the colleges. The teachers usually write one and provide copies for the various colleges to which you apply.

 6. Support Letter Letters from coaches, job supervisors, church youth group supervisors or alumni of the colleges to which you apply, supporting your application; speaks about qualities; punctuality, attitude, etc. Sent when you apply.

 7. Common Application This application is the same for about 500 colleges. You can complete one and then just copy it for the colleges to which you apply.
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G. FINANCIAL AID

1. Financial Aid Form Each college has its own financial aid form which you will receive with its application; to be returned to the college.

2. FAFSA Federal Application For Student Aid; this you get from your Guidance Counselor or on-line; sent by student after January 1 of Class 12. Federal Government uses to fix how much financial aid you should in its view get.

3. CSS College Scholarship Service form; get application from Guidance Counselor, sent to college by student; can obtain on-line.

4. Need-based Financial Aid Financial Aid for college costs given based on student's need.

5. Parental Contribution The amount expected that parents of students to contribute to college costs based on their income.

6. Student Contribution The amount expected that students contribute to college costs based on their income from work in the summers or at night or weekends.

7. Grant An amount contributed by the college which the student does not need to re-pay.

8. Student Work-Study The amount you contribute to college costs by working at college.

9. Student Loan The amount loaned to the student by the college or bank or federal institution for college costs which you have to repay.

10. Merit-based Financial Aid Financial Aid based on grades.

11. Athletic Scholarship Financial Aid based on Athletic Skill.

GUIDELINES FOR DETERMINING GRADE POINT AVERAGE (GPA)

Numerical Grade

Grade Point Average

90 – 100

4.0 – 4.9

80 – 89

3.0 – 3.9

70 – 79

2.0 – 2.9

60 – 69

1.0 – 1.9