



College Handbook 2018-2019

Dear Students and Parents,

Working within the framework of the greater mission of Archbishop Molloy High School, it is the goal of the college guidance staff to help students identify, investigate, apply and hopefully be accepted into institutions of higher learning. This process begins freshman year with an introduction to the Naviance software paid for and used by our school and many others. Beginning in junior year, students will be assigned to three college guidance classes and will begin meeting with their college guidance counselor one-on-one and in small groups. This handbook is designed to help students and parents navigate the search process and better understand Molloy's policies with regards to it. That being said, this guide will never be able to cover every single topic thoroughly. It is meant to serve as a "living document," and can be edited and added-to in the future with your insights. Therefore, we ask that you please contact us directly with any questions that you may have. We look forward to working with you.

Sincerely,

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Where to Begin

Finding the Right “Fit”

- The most important word in any college advisor’s vocabulary is always going to be “Fit.” It basically means finding the right balance of different characteristics for the individual student. The idea behind this: If a student feels they are in the right place, they will be successful. There are many factors that can be taken into account, but we will try to summarize them into seven different categories.
 - Distance from Home – This should be a set time or distance, driving or flying, from your home to the college or university. If you do not think you want to live on-campus, your distance from home should be the amount of time you will spend commuting each day.
 - Remember: Visiting schools can be grueling, with you and your family often spending hours in the car driving or flying out to the campus and back again in a matter of hours or even days. However, you will not be making the back-and-forth trip on a daily basis once you are living on the campus permanently, so try to keep this in mind. If you decide to commute, realize that you will be making this journey almost every day.
 - Campus Setting – Do you want to go to school in a large urban area, a small urban area, a suburban area, or a rural area?
 - Remember: When trying to decide on what campus setting is best for you consider your likes and dislikes. For example, are you a city person, or are you looking for a change of pace by attending college in a small town?
 - School Size – How big of a school do you want to attend?
 - Remember: The size of the school affects multiple factors of everyday life, potentially positively or negatively, for a student. Examples include: Class Size, Housing Availability, Class Registration, Access to Professors/Resources, and Extracurricular Opportunities.
 - Public vs. Private – This decision usually boils down to cost.
 - Remember: A degree from a state institution holds the same value as one from a private school. State schools cost less because they are supplemented by tax payer dollars. The University of California system or the State University of New York (SUNY) schools are prime examples.

- Area of Study – What a student intends on majoring in can have an impact, especially if it is a specific program. This has been the case in recent years with the popularity of professional studies programs in the health field, such as Nursing, Physical Therapy, Occupational Therapy, and Physician Assistant.
- Remember: Many students change their major, so while it is an important factor, your major of choice should not be the only reason you pick a school.
- Athletics – For some gifted athletes, your college choice will be dictated on where you are being recruited to play a sport. For NCAA Division I and II athletes, this could also mean financial awards.
- Remember: Very few student-athletes actually receive money for playing their sport. Far more are awarded money for their academic achievements in conjunction with their being a good athlete.
- Cost – The total amount of money you will be paying to attend a school, minus scholarships, grants, and work study.
- Remember: The sticker price you see for a school can change drastically once scholarships and grants are applied. It's very important to try and take a realistic approach to cost

The College Visit

- The best way to get to know a school is by visiting. And though it may be difficult to visit every school on your list, visiting colleges is the best way to understand what you are truly looking for in a school and gives you something to compare in future visits to other schools. That being said, there are several different types of visit experiences, each with its own merits.
 - Open House – Probably the most popular visit experience, the open house allows students and their parents access to students, professors, and administrators that they would not normally enjoy on a personal visit. The drawback to an open house is that the school has a chance to set it up for you, meaning that much of it is scripted. You will also be competing for attention with masses of other students, so your chances of being remembered by a staff or faculty member is greatly decreased.
 - Personal Visit – The best way to see a school functioning the way it would on a regular day of the week, which is what it will be like when you are a student there 99% of the time. Though access to faculty and staff may be limited, these types of visits are typically run on a daily basis throughout the week, so you don't have to block out an entire weekend to see a school through a personal visit.
 - Interview Day – Interviews can be non-evaluative or evaluative. Non-evaluative interviews would typically come on a personal visit day, where you would meet with a

member of the admissions office to discuss your interest. Evaluative interviews are conducted to help make a decision on your application. Make sure you know the difference.

- Preview Day – These are the most interactive and sought-after visit experiences. Preview Days are pre-constructed visit experiences, sometimes involving overnight stays, where students can sit-in on classes, attend meetings, and shadow regular college students for a day. They are typically held in the late spring and are usually by invitation only. It often helps to ask about these types of experiences once you are accepted, as waitlists are typically formed.

Course Selection

- Your high school course selection is very important to colleges reading your application. Taking the most challenging curriculum and performing well in those classes is the best way to strengthen your chance of getting into a competitive school. At the same time, choosing courses that you are interested/perform strongly in, is also important. Knowing what type of school you want to attend also helps drive course selection, which is why it is important to touch base with your guidance and college guidance counselors regularly. **Best practice would be to take the most challenging courses on offer to you.**

Taking Standardized Tests

- There is not one answer when it comes to standardized tests. At Molloy, we encourage students to take both the SAT and ACT before making a decision on which test is best for them. Tutoring is at the discretion of the family, with courses being offered after school and on select weekends. Molloy offers a faculty-run course and an outside course. Taking the SAT/ACT before the end of junior year is highly recommended.

Requesting Letters of Recommendation

- Unless you are applying to a specialized program or one of the service academies, formal letter of recommendation requests cannot be submitted to teachers or guidance counselors before the first day of the second week of classes. (September 10th, 2018) Students requesting letters of recommendation must follow the steps below. (Please refer to Dates and Deadlines for more info)
 - Ask the teacher or counselor if they will write you a recommendation in-person.
 - Download and fill-out the Student Profile Sheet from Molloy's website.
 - Give the teacher the final copy to aid them in writing your letter
 - Add the teacher on Naviance directly after submitting the profile sheet

- Once processed, the teacher will receive an email alerting them to complete the letter of recommendation and the earliest deadline for which it needs to be completed (set by the college).

The Common Application

- Setting Up Your Common App Account
 - Go to CommonApp.org and click “Apply Now” in the upper right hand corner of the page.
 - If you do not have an account, click “Create An Account”
 - DO NOT create multiple accounts
 - Remember to keep your username (email) and password safe
 - It takes time to get a new password, so do not misplace it
 - Once created, it should bring you to the “Dashboard” tab of your common application. This is one of four tabs, with the others being “My Colleges”, “Common App”, and “College Search”
 - Click on the “Common App” tab and begin filling in the information **Please note that this information, including the Essay, is general, and goes to all colleges. Your general essay should not be geared towards one school.
 - Profile – the first section is just general information (name, age, address)
 - For the **Fee Waiver** section, you should only click “YES” if you have received an SAT or ACT Fee Waiver. If you think you qualify for one, you need to come to college guidance, room 210. Common App Fee Waivers cannot be given without proper tax documents being submitted first.
 - Family – Fill-in the pertinent information for your family
 - Education – Make sure all of the information they entered is correct (HS, Date of Entry)
 - Current Most Recent School
 - Under Counselor, make sure you put your COLLEGE GUIDANCE COUNSELOR’S NAME
 - Mr. Esgro – Last names A-Loe – Email: gesgro@molloyhs.org – Phone Ext 158
 - Mr. McGuinness - Last names Lou-Z – Email: tmcguinness@molloyhs.org – Phone Ext. 119
 - Other School – Only if you transferred
 - Colleges and Universities – Only if you take St. John’s or Seton Hall Credits
 - Grades – These should be your answers for this section
 - Ranking: None
 - Graduating Class Size: 389

- Cumulative GPA: Insert Yours (You will get a transcript the first weeks of School)
 - GPA Scale: 100
 - GPA Weighting: Weighted
 - Testing - Fill in the scores for the tests you have taken thus far that you wish to submit. **Note: This is not a required section as you will submit official scores**
 - Activities – List all of your activities here (Sports, Music, Clubs, Jobs, Internships, Service Trips, etc.)
 - The best way to list your activities is by the amount of time you spend doing each one.
 - List the activity you spend the most time doing first
 - The Essay
 - Pick an essay prompt and start to brainstorm. It’s good to have something down when you come back to school for senior year.
 - There is an after-school essay writing class taught by a Molloy English Faculty member. Interested students should contact college guidance.
- Linking Your Common Application to Naviance
 - When you are ready to start applying to specific schools, go to the “College Search” tab and input the name of the institution you wish to apply to
 - Word order does matter (Example: Notre Dame University will not yield a result because the name of the school is University of Notre Dame)
 - Please Note: Not every school partners with the common application
 - If you are having trouble finding a school on the common app, it’s best to check with the school or college guidance to see how to apply
 - Once you have (1) school selected in the search tab, check the box to the left of the school you want and click “Add” in the bottom right hand corner. This school will now appear in your “My Colleges”
 - Schools can be added and deleted in the “My Colleges” section until the actual application is submitted. At that point, they cannot be removed.
 - It is very, very important that you only have actual colleges that you intend on completing an application for in your “My Colleges” section
 - In the “My Colleges” section, go to the one school you just added and select “Recommenders and FERPA” on the left.
 - Only click on “**Release Authorization.**”
 - Letter of Recommendation requests from high school teachers and counselors are done separately through Naviance, not through the Common App
 - After reading the terms in “Release Authorization,” click the bottom box and hit “Next” to move forward.
 - Note: You legally do not have to do this, but you will not be able to get letter of recommendation from your teachers or counselors if you don’t

release authorization and Molloy will not be able to send your materials through Naviance.

- On the next page, click the top box to authorize colleges to hold your records.
- Click the box that says “I waive my right to review...on my behalf”
 - Again, you legally do not have to do this, but you will not be able to get letters of recommendation without it.
- Click the last box that says “I understand...Save below.”
- Sign and Date, click “Save,” and a check mark should appear next to Recommenders and FERPA for this school and all future schools
- Sign into Naviance and go to the “Colleges I’m Applying To” link
 - In the blue box at the top you will see “Common App Matching”
 - Type in the email address you are using for you common application and hit **“Match”**
 - If your birthday is not correct, you must change it in the “Profile” section of the “About Me” tab. It should automatically populate.

The General CUNY an Macaulay Honors Applications

- To apply to CUNY or Macaulay Honors, you will need your social security number. Create a portal login and follow the instructions set forth by CUNY on this link. <http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/admissions/undergraduate-applicant/Freshman-Worksheet.pdf>
 - You will not need an OSIS number, as you are not attending a public school
 - You will need your Social Security Number or non-citizen information to make an application
- For Macaulay Honors, you must complete the Macaulay Honors CUNY application
 - Please be aware of the deadline for Macaulay Honors
 - For more specific Q&A’s, please visit the Macaulay Honors website
- When your application is complete, you must hit submit and print out the transcript request form.
 - This form is submitted to college guidance for processing.
- **When sending SAT or ACT scores to CUNY, the scores should be sent electronically to the University Application Processing Center (UAPC), code 2950.**

Sending Standardized SAT and/or ACT Scores

- When applying to schools, students must send their official standardized test scores to colleges and universities directly.
- To do this, students log into their accounts on either Collegeboard or ACT.org and follow instructions for sending scores.
 - To send SAT scores it will cost \$12 per school, but all tests are able to be sent, including SAT II’s

- Schools typically “Super-score” the SAT by taking the highest Math and highest Verbal sections and combining them across a set number of tests
- To send the ACT scores it will cost \$13 per test, per school. (example: It costs \$26 to send two tests to any one school)
 - “Super-scoring the ACT is not as common, but it is a question worth asking individual schools before deciding to send scores.

Financial Aid

**The biggest issue with financial aid is that it is extremely individualized, meaning that each school will have their own way of packaging students. Add into that equation the fact that every student’s family income structure is different, making this process the farthest thing from an exact science. The best thing families can do in this circumstance is ensure they have the proper forms filled-out by the date required to give themselves the best chance of receiving aid.

• Types of Financial Aid

- Institutional Aid – This is money given to a student and their family based on the financial standing of the student, parents/guardians.
 - You do not have to payback institutional aid
- Federal Aid – Money given by the federal government
 - You do not have to pay back federal aid
- State Aid – Money given by the state in which the student is a current resident
 - You do not have to pay back state aid
- Loans – Money taken out by the student or their parents from the government or private entities
 - Must be paid back with interest
- Work Study Grant – Money allocated by the government for a student job on campus
- Must be earned

• Major Forms

- FAFSA – Every student should fill-out the Free Application for Federal Student Aid (FAFSA).
 - This is a FREE application, so you should not be paying to fill it out.
 - The FAFSA can be found at <https://fafsa.gov/>
 - **You can now file a FAFSA as early as October 1st of the year before you enter college (Formerly January 1st of same year)**
 - FAFSA is used to determine Federal Aid Grants, State Aid Grants, and eligibility for Federal Loans
 - FAFSA is also used to determine Federal Work Study eligibility
- CSS Profile – Only some schools require the CSS profile to be filled out. Many of these schools offer money to students based mainly on family finances, and therefore require a more in-depth look than the FAFSA provides.
 - List of schools requiring CSS profile
<https://profileonline.collegeboard.org/prf/PXRemotePartInstitutionServlet/PXRemotePartInstitutionServlet.srv>

- The deadlines for CSS profile submission vary from school-to-school, so make sure you know when yours is due!! Many schools with early decision/early deadlines require applicants to submit the CSS profile along with their application.
 - The earliest date to fill-out the CSS profile is October 1st
- Other Forms
 - Some schools will have special condition forms that can be filled out during the financial aid process.
 - These include, but are not limited to: Loss of a Job/Income, Excessive medical bills, Private School Tuitions for younger siblings
 - You will normally have to ask if these forms exist on a school-by-school basis
- NetPrice Calculator – Every school will have a netprice calculator or cost calculator on their financial aid website. This tool is designed to allow families the opportunity to see a rough estimate of what it would cost for their son or daughter to attend that specific college or university. Look for the link on the financial aid pages.

Scholarships

- Institutional Scholarships – Merit award given to a student for academic, athletic, or any other reason (ex. Family of Alumni) regardless of family’s financial status.
 - Many colleges do not require a separate application to be considered, but some do
 - Some schools have application deadlines that must be observed to be considered, so please be diligent in your information gathering.
- Outside Scholarships – Merit awards given by community groups, businesses, or social groups that are not affiliated with the college or university.
 - These awards often require a separate application, essay, and materials to be sent in by a specific deadline
- Where to find scholarships?
 - Thankfully there is a wealth of scholarships available on Naviance and online (ex. Scholly). However, many companies, unions, and community organizations have scholarships that go unused yearly. Make sure you inquire before it’s too late!

Important Dates and Deadlines

- Fall College Fair: Tuesday, September 18th at 7:00 PM in the Jack Curran Gym and School Cafeteria
- Financial Aid Night: Tuesday, October 2nd at 7:00 PM in the Theater
- Deadlines for Applications
 - September 10th: First day students can ask teachers and counselors for letters of recommendation
 - October 10th: Last day for students to indicate on Naviance that they are applying **EARLY ACTION or EARLY DECISION**. All letter of recommendation requests must be submitted to teachers/counselors by this date for EA and ED applications.
 - November 14th: Last day for students to indicate on Naviance they are applying to **Macaulay Honors**. All letter of recommendation requests must be submitted to teachers/counselors by this date if not already submitted for an earlier deadline.
 - December 5th: Last day for students to add all schools they wish to apply to on Naviance. Last day to submit letter of recommendation requests.
- ONSITE ADMISSIONS DAYS
 - Every year, colleges and universities come into Molloy and give students admissions decisions on the spot. These events are held throughout the end of November and December and usually allow students to apply to several schools without an application fee.
 - Please sign up on Naviance and read your emails for the most up-to-date information