



HHHS College Planning Guide

Hasbrouck Heights High School
School Counseling Team
365 Boulevard
Hasbrouck Heights, NJ 07604

Phone: 201-288-6150
Fax: 201-288-2083
CEEB Code: 310510

Dear Students/Parents:

This guide is designed to address the many questions, concerns, and timelines surrounding the college planning and admissions process. It also suggests additional resources for you to reference.

Your school counselors here at HHHS are available to assist you through this process in any way you need. Please do not hesitate to contact us with any questions. We hope to make this as easy and as seamless as possible for you.

Good luck and enjoy the ride!

Your School Counseling Team,

Mr. Vincenzo Barchini, Director of Guidance	201.393.8163	barchiniv@hhschools.org
Mrs. Johanna Feria, HS Counselor (9th-12th, A-F)	201.393.8166	feriajoh@hhschools.org
Ms. Alisa Sellitto, HS Counselor (9th-12th, G-N)	201.338.8813	sellittoali@hhschools.org
Mrs. Ashley Calligy, HS Counselor (9th-12th, O-Z)	201.338.8812	calligyash@hhschools.org

Table of Contents

	Page
HHHS Course Requirements & 4-Year College Recommendations	3
What are Colleges Looking For?	4
Timeline for College Planning (Junior/Senior Years)	5
College Search... Where do I begin?	9
Glossary of College Admission Terms	11
College Visits	
The Importance of the College Visit	13
College Visitation Form	15
The College Interview	16
Testing	18
College Admissions Testing: SAT, ACT, and Test Optional	19
SAT Subject Tests and HHHS Testing	20
Tips for the College Athlete	21
College Applications	
Process	22
Important Information	23
Responsibility Chart	24
Letters of Recommendation	25
Recommendation Request Process	26
Common Application Essay Prompts	27
Résumé	
Tips for Preparing the Student Activity Résumé	28
Student Activity Inventory Worksheet	29
Sample Résumés	31
Transcript Request Form	33
Authorization to Release Records Form	34
Post-Secondary Plans and Permission Form	35
Financial Aid and Scholarships	
FAFSA Tips & Common Mistakes	36
CSS/Financial Aid Profile	38
Scholarship Information	39
For Parents	
Parent Tips for the College Planning Process	40
Questions Parents Can Ask Their Seniors to Stay on Track	41
Naviance	42
Online Resources	43

HHHS Course Requirements & College Recommendations

Hasbrouck Heights High School and in accordance with the Board of Education’s Policy 5460, require the following for graduation:

- Total of 145 credits for high school graduation (Class of 2023):
 - Minimum of 15 credits in Math (must include Algebra I and Geometry)
 - Minimum of 20 credits in English
 - Minimum 15 credits in Science (must include Biology)
 - Minimum 15 credits in Social Studies (must include Early US, Modern US, and World History)
 - Minimum 2.5 credits in Personal Finance
 - Minimum 5 credits in World Language (10 or more credits recommended for 4-year college entrance)
 - Minimum 5 credits in Fine/Practical Performing Arts
 - Minimum 5 credits in 21st Century Life & Careers
 - Minimum of 42.5 credits in additional coursework/electives
 - Minimum of 5 credits in Physical Education/Health each year in attendance
- 40 hours of community service

The table below outlines HHHS’s minimum requirements for graduation in each subject area as compared to what *most* colleges recommend for admission. While HHHS does not require four (4) years of each subject area, we *strongly* recommend that students take four (4) years of each subject to show the colleges they are truly dedicated to their course of study. Also, in some cases, colleges remove courses like physical education and some electives when calculating a student’s grade point average.

Subject	HHHS Requirement	Colleges Recommend
English	4	4
Mathematics	3	4
World Language	1	3-4
Science	3	3-4
History	3	3-4

HHHS offers three (3) different levels of coursework: College Prep, Honors, and Advanced Placement (AP) / Dual Enrollment (DE). Note: This is subject to change. While many students think they need to take *every* Honors and AP course in order to be admitted to college, this is not the case. Students should pursue courses at the advanced level only if they can handle it. A student should not look to take an Honors or AP course unless they have truly excelled and mastered the College Prep or Honors level. While a college wants to see that students have challenged themselves, it would not look good if a student took an AP course and then received a grade of C in the course. Honors and AP courses are much more difficult and are meant to prepare students for college-level work. There is no such thing as an “easy” Honors or AP course. Students should **ONLY** take an Honors or AP course in the areas in which they are most interested and academically talented. A student should **NOT** take an Honors or AP course simply because of its level or because they think it will “look good for college.” No matter what level of classes one takes, what is important to colleges is that the student is working to his/her best potential. Additionally, a college cannot penalize a student for not taking a course that is **NOT** offered at HHHS. It is best for students to meet with their School Counselor to discuss their course options to determine what will be the best path.

What are 4-Year Colleges Looking For?

Factor	Considerable Importance	Moderate Importance	Limited Importance	No Importance
Grades in college prep courses	81.5%	10.4%	7.4%	0.7%
Strength of curriculum	63.7%	24.8%	8.1%	3.3%
Admission test scores	58.3%	29.5%	10%	2.2%
Grades in all courses	51.5%	37.4%	8.9%	2.2%
Essay or writing sample	22.2%	37.8%	22.6%	17.4%
Student's demonstrated interest	20.1%	34%	23.9%	22%
Counselor rec	15.9%	43.9%	24.7%	15.5%
Teacher rec	14.1%	43.9%	28.3%	13.8%
Extracurricular activities	9.6%	40.6%	33.9%	15.9%
Interview	7.8%	21.2%	27.9%	43.1%
Subject test scores	6%	10.9%	23.7%	59.4%

Source: NACAC Admissions Trend Survey/State of College Admissions

Timeline for College Planning

Junior Year

September

- Give some serious thought about your plans after high school. Evaluate your goals, your values, your interests and your abilities.
- Place a strong emphasis on your academic work.
- Have your username/password for Naviance. Parents you can log in too!
- Create a college-only email account, or regularly utilize your HHHS email.
- Evaluate your goals, interests, and abilities.
- Begin college admissions preparation program to study for and prepare. You may sign up for the free HHHS SAT test prep course that runs through November/December.

October

- Continue pursuing extracurricular activities or plan to join some if you have not already. Try to pursue a leadership position within your current organizations. (*Remember: Quality vs. Quantity*)

November

- Attend Junior Night.
- Sign up for and attend individual junior conferences (parents and students).
- Visit colleges (virtually if necessary) to begin determining if you will apply to them or not.
- Keep your grades up!
- Register for the SAT/ACT, if available and you feel prepared.

December

- Decide what type of college you'd like (two-year, four-year, liberal arts/technical, private/public).
- Determine what factors are important to you when selecting a college (location, setting, size).
- Prepare a list of colleges and career options to explore. Research schools to see how you compare.
- Develop your individual SAT, Subject Test, and ACT testing schedule, and remember to register at the appropriate time.
- Begin preparing your Activities Résumé.
- Register for the SAT/ACT, if available and you feel prepared.
- Junior conferences continue - attend if you haven't already done so.

January

- Register for the SAT/ACT, if available and you feel prepared.
- Junior conferences continue - attend if you haven't already done so.

February/March

- Junior conferences continue.
- Visit college websites to get on their mailing lists and view information about your particular major of interest.
- Continue visiting colleges (Winter Recess is a good opportunity) virtually or in person.
- Attend college fairs (likely virtually) to speak with college representatives.
- Register for the SAT/ACT, if available and you feel prepared.
- Junior conferences continue - attend if you haven't already done so.

April

- Begin to complete the Counselor Brag Sheet on Naviance.
- Begin to think about which teachers you will ask to write your recommendations.
- Register/take the SAT, SAT subject tests, or ACT if fully prepared.
- Continue college visits (in person or virtually) - Spring Break is a good opportunity.
- If your SAT scores revealed any weaknesses, plan to take a preparation course.
- Register for the SAT/ACT, if available and you feel prepared.
- Ask teachers in person for letters of recommendation.
- Complete teacher brag sheet and add teacher to Naviance.

May

- Take AP Exams (if applicable).
- Finalize your résumé.
- Register for the SAT/ACT, if available and you feel prepared.
- Ask teachers in person for letters of recommendation if you have not already done so.
- Complete teacher brag sheet and add teacher to Naviance if you have not already done so.

June

- SAT offered at HHHS (to be determined)
- Refine your college list.
- File with the NCAA Eligibility Center if you plan to play a sport in college at Division I or II levels.
- Turn in your résumé and counselor brag sheets to your School Counselor.

July/August

- Continue to visit colleges/have interviews.
- If necessary, register for fall SAT/ACT tests.
- Begin preparing your college essay. Topics are available on the Common Application website.
- Finalize your college list.
- Begin working on your Common Application - opens August 1st.

Senior Year

September

- Attend senior presentation/financial aid night.
- Sign up and attend individual Senior Meeting with your School Counselor.
- Finalize your list of schools to which you will be applying.
- Continue to place a strong emphasis on your academic work. Colleges may request at least first quarter and mid-year grades.
- Begin to gather paperwork needed for each school.
- Follow up with the teachers you asked in the Spring about writing your letters of recommendation. Supply them with appropriate forms, websites, envelopes, etc.
- Make yourself aware of the guidance office policies and deadlines.
- Take the SAT/ACT, if needed and available.
- Arrange to have your SAT/ACT scores sent to the colleges to which you are applying.
- Prepare any Early Decision/Early Action applications.
- Submit transcript request forms to your School Counselor if you have early deadlines. **BE AWARE OF DEADLINES!**
- Finalize your college essay.

October

- Senior Meetings continue - you must attend if you haven't already done so.
- If applying for Early Decision/Early Action, send your applications in now.
- Work hard for the first quarter, as senior year grades are important.
- Attend college representative visits at HHHS (may be virtual).
- If you are applying to colleges that REQUIRE the CSS Profile, initiate that process now.
- Initiate the FAFSA process for financial aid. The application opens on Oct. 1.
- Take the SAT/ACT, if needed and available.
- SAT & Subject tests are offered at HHHS (tbd). October is typically the last test date that is acceptable for early action/early decision.

November

- Continue filing applications to colleges. Continue to be aware of deadlines.
- Continue to meet with college representatives when they visit HHHS (may be virtual).
- Take the SAT/ACT, if needed and available.
- File FAFSA if you haven't done so yet.

December

- Continue to submit your college applications. It is best practice to submit all applications prior to the holidays.
- Take the SAT/ACT, if needed and available. December is typically the last test date that is acceptable for regular decision.

January

- Maintain a strong senior year.
- Monitor your college applications to be sure that materials are sent and received on time. Use Naviance!
- Update Naviance and your counselors about acceptances, denials, waitlists, etc.
- Research and apply for regional/national scholarships.

February

- Be certain that your FAFSA and/or CSS Profile have been filed by this time.
- HHHS local scholarships should become available. Research and fill out applications to those you are eligible. Look for email with details closer to the date.
- Continue to apply for regional/national scholarships.

March/April

- HHHS local scholarships are due to guidance (generally mid-March/more info to be posted).
- Continue monitoring your college applications.
- Consider possible wait list options.
- Continue to maintain strong academics. DO NOT let senioritis kick in. Your college acceptances are contingent upon successful completion of senior year!
- Update Naviance and your counselors about acceptances, denials, waitlists, etc.

May/June

- Decide on the college you will attend. Send in the required tuition deposit to ONE school by May 1st. **Sending deposits to multiple schools is NOT allowed.**
- Write to the colleges you have not selected to inform them that you plan to enroll elsewhere.
- Take AP Exams (if applicable).
- Request that your counselor send your final transcript to the college you plan to attend.
- Update Naviance account with college decisions and final attending college.
- Look for information from your new college on summer orientation, course registration, and placement testing.

The College Search... Where Do I Begin?

Start with one of the search engines below:

Naviance Family Connection - www.connection.naviance.com/hasbrouck

College Board - www.bigfuture.collegeboard.org/college-search

College Confidential - www.collegeconfidential.com

Now it's time to start thinking about some of the features you are looking for in a college. Read the questions below to come up with a list of preferences that you can then use to search for schools through the aforementioned search engines.

Student Enrollment - Think about the total undergraduate population as well as the size of the incoming freshman class. Can you see yourself at a school with 20,000+ students? Or do you think a school with 3,000-5,000 students is best?

Location - How far do you want to be from home? Two hours? Twelve hours? Are you AND your parents okay with being a plane ride away? Would you prefer a school in a city, a suburb, or in a rural location? Will weather/climate impact your decision? Warmer? Colder? You will also want to consider the travel costs associated if you are further away from home. Do you want to live on campus or at home?

College Type - State school? Private school? Liberal Arts institution? Research university? Are you okay with an extremely liberal or extremely conservative campus?

Curriculum - Are you looking for a particular major? Pre-professional program? Are you looking to double major? Do you prefer to be taught by professors or are you okay with teaching assistants/graduate students teaching your classes? Do you want a school with a lot of internship opportunities or co-ops? Do you want to study abroad?

Types of Students - Do you want a diverse campus? Do you want a campus tolerant of differences?

Campus Community - Do you want a single-sex or co-ed environment? Do you want a school-spirited campus? Sports programs? Restrictive social regulations? What is there to do in the surrounding area? Does the campus offer shuttle service to grocery stores, banks, restaurants, train stations, etc.?

Living Arrangements - Single rooms/double rooms? Suites? What is the housing selection system at each school? Are you looking for theme housing? Honors housing? Are dorms co-ed by floor or by suite? Are there single-sex dorms?

Campus Activities - What activities are you looking for a school to offer? Fraternities/sororities? Sports? Intramurals? Club teams? Do you want a school with a religious presence? Are you looking for cultural opportunities? Do you want more on-campus activities or more off-campus opportunities?

Facilities - Are you looking for special facilities? Swimming pool? Track? Separate gym for athletes and non-athletes? Do you want larger living quarters instead of a traditional dorm? Are you okay with shared showers?

Laundry facilities? Multiple dining facilities? Is there a health center in case you get sick? Is there a small grocery store on campus?

Admissions Selectivity - What percentage of applicants are offered admission? Do you want a highly selective college? At what average SAT/ACT range do you realistically think you should look? At what type of school does your GPA fit its admissions requirements? What tests (ACT/SAT/Subject tests) are required?

Costs/Financial Aid - What price range is good for you and your parents? Will you look to work in college to help offset tuition costs? Are you looking for scholarships? How much can your family realistically afford to pay? *Be sure* you have the conversation with your parents about cost and what will be feasible *before* setting out to visit schools. You don't want to fall in love with a school that costs \$60,000 if that is not going to be financially feasible without financial aid or scholarships. You may also want to have a state school on your list, as this will most likely be your most financially feasible option.

Once you know what type of school you may want, it's time to explore their websites and plan a visit. The initial information on a school's website may help you determine *if* you want to visit. Visiting is *crucial* to determine if a school meets all the factors you identified as important to you in terms of being the right "fit." Visiting also demonstrates to the admissions committees that you are a serious applicant.

It is sometimes best to visit schools closer to home to assist in determining which factors are most important to you. For example, it may be best to start with New Jersey, even if you have no interest in attending college in New Jersey. You may want to visit Rutgers University and Drew University to see if you prefer a larger state school or a smaller private school. You may want to visit Rider University and St. Peter's University to see if you want to be in an urban or suburban setting. You can visit Monmouth University and Stevens Institute of Technology to see the varying types of curriculum offered by both schools to help determine the best academic path for you. Once you have established the type of school that is the **best fit for you**, then you can begin to put together a list of schools you think will suit you well and that you believe are realistic options. You should then begin to visit those schools.

Remember...think outside the box. You don't need to solely apply to the schools you have heard of or the schools where your friends are applying. Be open to different options and look at schools of which you may not have heard. Sometimes the *best fit* might not be a school you thought of initially. **Just because you have not heard of a particular school DOES NOT mean it's not a good school!**

Glossary of College Admission Terms

Early Decision – A plan where a student submits ONE application in early fall of senior year to their FIRST CHOICE school and notification is sent by mid-December. This is a *binding* application process where the student, parent, and School Counselor sign a contract stating that if accepted, the student will enroll and withdraw all other college applications. A commitment and deposit are required before the May 1 response date.

Early Action/Early Notification – Similar to Early Decision except that, if accepted, the applicant is not committed to attend the institution and other applications may be made.

Rolling Admission – A procedure by which admission decisions are made on a continuous basis during the admissions cycle and notification is sent within three to four weeks after receipt of completed application material.

Regular Decision – A plan where students apply to a college by a specific deadline date and receive a decision within a reasonable and stated period of time.

Waitlist – A response to an applicant indicating that his/her application is acceptable, but the limit of accepted students has already been reached. Wait listed students may be admitted after May 1, if space becomes available. If you receive a waitlist response, you should respond back to the school immediately either way.

Conditional Acceptance – Admission offered on the condition that the student successfully complete specified requirements such as attending summer classes, taking remedial courses, or maintaining a certain GPA during the first semester of study.

Deferred Admission – Plan where acceptance to a college or university is granted but student delays enrollment for a semester or year due to special circumstances.

Reach School – Any school whose admissions criteria is above a student's academic profile.

Target School – Any school whose admissions criteria is within a student's academic profile.

Safer School – Any school whose admissions criteria is generally lower than the student's academic profile. *(There are still no guarantees!)*

College Notification Date – The date by which colleges not using rolling admission notify applicants of the decision on their applications, usually by April 15.

Candidate Reply Date – The date by which applicants must reply to college offers of admission and submit a tuition deposit to secure a place in the freshman class, usually by May 1 (National College Decision Day). This deadline *does not* apply to Early Decision candidates, as they usually must reply much earlier.

Common Application – An undergraduate college admission application that applicants may use to apply to any of 600+ member colleges and universities in the United States.

Instant Decision – Some schools will offer students the opportunity to attend an instant decision day on campus. Students will be asked to bring with them a copy of their transcript and completed application with fee. The admission committee will review the applicant's file at that time and give them a decision that day.

FAFSA – Free Application for Federal Student Aid is a form that can be filled out annually by current and anticipating college students to determine their eligibility for federal student financial aid. This application becomes available October 1 (of Senior year) and must be completed in order to receive any aid from a school.

CSS Profile – Short for the College Scholarship Service Profile, CSS is an application distributed by the College Board allowing college students to apply for financial aid. This form is not required by all schools, but for those who do require it, students may begin completing this as early as October 1 of senior year.

Scholarship – A financial gift, typically awarded for academic success, that does not get paid back.

Grant – A financial gift, similar to a scholarship, that does not get paid back.

Loan – Money that is borrowed to pay for college and must be paid back, usually with low interest.

Work Study – A financial aid program that allows students to work on campus in various departments to earn money to help pay for college expenses.

NCAA Eligibility Form – The organization responsible for certifying the academic eligibility for practice, competition, and financial aid of all prospective student-athletes for Division I and Division II. Students interested in playing a sport in college must file with the Eligibility Center in order to be “cleared” to practice and play.

Private College/University – Is an independent school that sets its own policies and goals, and is mostly privately funded. There are many different types of private colleges including Liberal Arts colleges, which provide a broad-based education in the humanities, social sciences, and science. Many private colleges also specialize in particular areas such as Fine Arts, Technology, Business, or medical fields such as Pharmacy. While tuition is typically higher than public institutions, private colleges/universities are generally able to give more scholarship.

Public College/University – Institutions that are usually controlled by the state, county, or municipality. Public institution tuition is typically lower for in-state students than for out-of-state students.

Religiously Affiliated College/University – A religious-based college or university is one that was formed by a particular religious group but is NOT limited in admission to only members of that group (nor requires the student to be of that particular faith). They are often organized and run by members of that religious affiliation and run in alignment with their religious principles. You should be aware of just how religious a particular college is. Some will require a course or two in religion, while others can be much more stringent. It will be important to read each school’s mission statement to determine this.

The Importance of the College Visit

When to Visit:

It is ideal to visit a college when the students are in session so you can get the true feel of the campus. However, it does not always work with your schedule, or your parent's schedule, to visit every school you want to see during the academic year. It is best to pick and choose the schools you want to see the most, and the schools that are most feasible to see (geographically) during the academic year, and then visit the others in the summer. You will still get a very good feel for the campus when students are not in session. Many campuses have tours 12 months of the year, including weekends. Many campuses are also still quite vibrant in the summer months. At the very least, if you like a place you visit in the summer, you could always try to revisit once you have been accepted, during the academic year when classes are in session. The most important thing to remember is that *visiting is very important*. Visits will help you in determining a **good fit for you**.

Types of Visits:

1. Tour and Information Session
2. Open House
3. Specific College Open House
4. Overnight Visit
5. Spend a Day (Attend classes, eat in the dining hall, etc.)
6. Admitted Student Day
7. Athletic Events

If you are planning to visit a school, it is always best to call and reserve a specific time and date that you will visit or to RSVP for a particular event. You will want the college to know that you will be visiting and be prepared for your arrival. **IT IS BEST FOR THE STUDENT TO CALL AND MAKE THE APPOINTMENT.** It is also best **FOR THE STUDENT TO CHECK-IN ONCE YOU HAVE ARRIVED AT THE COLLEGE.** It is best to schedule your visit two to three (2-3) weeks in advance, especially if you are looking to meet with multiple people during your visit.

What should you do when you visit a campus?

1. Take a tour.
2. Listen to an information session.
3. Eat a meal in the dining hall.
4. Ask to speak to faculty, coaches, students, etc. **YOU MUST set these up in advance.**
5. Sit in on a class.
6. Have an interview, if offered.
7. Read the college newspaper. You can learn a lot of good and not-so-good information!

Suggested Questions to Ask During your Visit:

Academics/Admissions:

1. What percentage of graduates attend graduate school?
2. What percentage of graduates are placed in full-time jobs?
3. How does the school help students with obtaining jobs and internships?
4. Do some departments have higher admissions standards than others?
5. What are the programs of study for which you are most well known?
6. Are all your programs accredited?
7. What percentage of classes are taught by faculty vs. graduate students?
8. What criteria are you looking for in an applicant? GPA? SAT? Activities? Etc.

9. Is there a required core curriculum?
10. What is the average class size overall? For a freshman class?
11. Are academic advisors assigned to all students?

Student Body:

1. From what geographic region do most of your students come?
2. What percentage of students remain on campus on the weekends?
3. What is your freshman to sophomore retention rate?
4. What percentage of students graduate in four years?

Housing:

1. Is housing guaranteed for all four years? If not, how long?
2. Is all housing on campus?
3. Do freshmen all live together or are they mixed with other grades?
4. Are there laundry facilities in the dorms?
5. What percentage of students live on campus?
6. What are the security procedures in the residence halls?
7. Are the residence halls co-ed?

Student Services:

1. Is there a nurse/doctor on staff?
2. What type of medical facility do you have on campus?
3. Are there orientation programs for freshmen?
4. Is academic and personal counseling available?

Financial Aid:

1. What forms do you require to apply for aid?
2. What percentage of students receive financial assistance?
3. Do your scholarships require a separate application or require applying by a particular date?
4. What is your deadline for applying for need-based aid?

I've Visited...Now What?

After you visit colleges and universities in which you think you might have an interest, it is always a good idea to follow up with each school.

1. Send an email (or handwritten note, which might get you a few extra brownie points) to the admissions representative you may have met during your visit, the student who led your tour, or the person who interviewed you. If you did not meet a particular representative, you should address the email/note to the Director of Admissions.
2. Make notes on your impressions of the school. What did you like? What didn't you like? Do you think this is a safety, target, or reach? Why can you (or can you not) see yourself there? Many of the schools will look similar after you visit multiple, so keeping brief notes on each one is beneficial.
3. Speak to your college counselor about your visit and if it could be a viable school for you.

Hasbrouck Heights High School
COLLEGE VISITATION FORM

To receive an 'Excused Absence' to visit a college during the school day, this form must be taken with you to your visit and completed in full. Please submit form to Mrs. Fran Delvecchio in the Main Office. You are allowed up to 3 excused absences for college visits each year. Please be reminded that it is the student's responsibility to make up ALL missed work for each class.

This form must be signed by a representative of the college you visit.

College/University Visited _____

Date of Visit _____

Name of College Official (Please print) _____

Title of College Official _____

Signature of College Official _____

Contact Info for College Official _____

Name of Student (please print) _____

Signature of Student _____

Name of Parent/Guardian (please print) _____

Signature of Parent/Guardian _____

The College Interview

As you are researching different schools, you will find that every school has a different philosophy on interviews. You will find that many of the smaller to medium-sized schools still offer personal interviews, while the larger schools will not. If a school offers the opportunity to interview, whether with someone on the admissions staff or a current student or alum, you should take advantage of the opportunity. Any type of personal connection with the admissions office will help your application come alive.

Interviews **MUST** be scheduled in advance. You cannot simply show up at a college and expect that someone will be available to meet with you. Keep in mind, certain times of year are busier than others. If you are visiting during a holiday, for example, you will need to reserve an interview well in advance. At some schools, you can reserve a time online, while at others it is best to call and ask if they offer interviews.

Things to keep in mind:

- **Always be on time.** On time means arriving 15 minutes early. Be sure you check in when you arrive so they know you are there.
- **Dress appropriately!** You want to reflect how serious you are about the school by the way you are dressed. Jeans, sneakers, shorts, short dresses, etc. should not be worn. A pair of dress pants, a nice top, sweater, or an appropriate length dress or skirt are appropriate.
- **Use proper English.** Do not speak like you are talking to a friend or typing a text. Words/phrases to avoid include: like (after every other word), yeah, ya know, nah, etc.
- **Get enough sleep the night before.** You want to look well-rested during your interview. The worst thing you can do is yawn or look bored!
- **Greet the person interviewing you with a handshake and make eye contact.**
- **Ask questions!** Have about five (5) questions ready to ask the interviewer. Try to avoid obvious questions like, "Do you have a psychology program?" Instead, you could ask, "Can you share with me information about your psychology program and the types of internships your students have had?"
- **ALWAYS thank the person who interviews you.** Thank them for their time, shake their hand again, and make eye contact.
- **Follow up with the interviewer after you return home.** It is best to send a handwritten note thanking them for their time. You should follow this same protocol for anyone with whom you meet on campus (coach, faculty member, admissions representative, etc.).
- **Take the interview seriously,** no matter who you are meeting. Realize that admissions offices are quite busy, so you may meet with an admissions representative or you may meet with a student intern, graduate assistant, or alumni representative. They are all making an opinion of you that could reflect the ultimate decision.
- **Always bring a copy of your résumé and transcript.** Be prepared to discuss these in detail.
- **Always keep the tone of the interview positive.** Do not speak poorly about another college, a teacher, friends, etc.
- **Never use language that would be considered inappropriate.**
- **Be sure you have researched the school through its website.** The person interviewing you will most likely want to know why you are interested in the school, so knowing about the school is *extremely helpful* and again, shows you are a serious candidate.
- **Be yourself during the interview.** You should share as much information about yourself as possible during the interview. However, you do not want to be too aggressive. They want to know if you would be a good fit on their campus.
- **Try not to sound scripted in your responses.** Be prepared to answer questions, but also be conversational.

Some questions that you should definitely be prepared to ANSWER:

1. Why do you want to attend this college? (DO NOT simply say the campus is pretty).
2. What can you contribute to this campus community?
3. What are your strengths and weaknesses?
4. What are your future goals?
5. Are your academic credentials an accurate gauge of your potential?
6. What has been your most memorable academic experience in high school?
7. In what extracurricular activity have you been involved where you have demonstrated a significant amount of leadership or commitment?

Note: You may want to ask a friend, parent, or counselor to conduct a practice interview with you!

Questions to AVOID asking on an interview include:

1. Don't ask what your chances of gaining admission might be.
2. Don't ask too much about non-academic related topics.
3. Don't ask questions that are basic and can easily be found on the school's website.

Questions you SHOULD ask on an interview include:

1. What do you think distinguishes your (insert academic program) from other schools'?
2. Do you offer freshmen the opportunity to work with faculty advisors? If so, in what capacity?
3. Do you offer students assistance with internship and job placement? If yes, can you share more information about career services and how students get involved?
4. I'm interested in (insert academic program). When would I begin taking those specific classes?
5. If I'm interested in studying abroad, when would those opportunities be available? Are they available to all students regardless of major? Can athletes study abroad?
6. Do students have the opportunity to work closely with faculty members or seek out help from them regularly?
7. What do students like most about the campus?
8. What is the process for selecting housing? How are freshmen assigned roommates?

Testing

The Scholastic Aptitude Test (SAT) and American College Test (ACT) are standardized tests that assess college readiness. Taking the test is required for most 4-year institutions. Scores are used by colleges to determine who to admit and to determine who gets and how much merit-based scholarships. The SAT and ACT generally test the same types of content; however there are some differences. Colleges accept both tests equally, but prefer whichever test gives you the best comparative score. The colleges use conversion charts when comparing SATs and ACTs. Taking a practice test of each can help you determine which test you perform better on.

You may not need to take the SAT or ACT if you are planning on going to a community college, a trade school, the military (military entrance exam is the ASVAB), or directly into work. Also, some 4-year schools are becoming 'Testing Optional,' which means that they will review your application for acceptance without taking SAT/ACT scores into consideration. Please be aware that not submitting a test may impact merit-based scholarships. See list of testing optional schools at www.fairtest.org/university/optional.

Which Test is Best for You

	SAT might be better for you if...	ACT might be better for you if...
Reading	you like to read the "classics."	you are a fast reader.
Math	you are good at doing math by hand.	you are good at mental math.
Science	you don't like doing science.	you like science.
English/Writing	you like informational graphics.	you're not as confident in your reading skills.
Essay	you're good at analyzing text.	you're good at winning arguments.

Scoring

Test scores must be submitted to each college that requires them by the student through the appropriate testing agency (collegeboard.com / act.org). Keep in mind that scores take approximately four weeks to get to colleges so it is important to send scores as soon as possible. Also, there may be a fee associated with sending test scores to each college.

Please note that many schools Superscore or utilize Score Choice. Superscoring is what many colleges do with the test scores you submit with your application. They look at all the scores you send, take your highest score from each test section, and combine those high scores from different test dates into a highest-possible composite score or superscore. They use this 'superscored' number when considering your application. With Score Choice, you're making a choice about which scores to send. The scores from test dates you choose not to send will never be seen by colleges that allow Score Choice. Only the scores you choose to send will be eligible for Superscoring by colleges that allow Score Choice.

Some schools require you to send all your scores (no Score Choice). They may also Superscore.

It is important to research which testing policy the schools you are applying to use.

What If I Don't Get the Score I Want?

If you don't get the score you want after preparing and taking the tests, remember that most schools admit based on a holistic evaluation of your application components. So perhaps you test low, but you have a higher GPA or another aspect of your application that is stronger. Also, you may also want to consider schools with lower score ranges or schools that are testing optional. Please go to <http://fairtest.org/university/optional> for more a list of participating schools and more information.

College Admissions Testing: SAT, ACT, and Test Optional Information for 2022-2023

SAT

Test Date	Registration Deadline	Late Registration Deadline	Estimated Score Release
August 27, 2022	July 29, 2022	August 16, 2022	About 2-weeks after test day
October 1, 2022	September 2, 2022	September 20, 2022	About 2-weeks after test day
November 5, 2022	October 6, 2022	October 25, 2022	About 2-weeks after test day
December 3, 2022	November 4, 2022	November 22, 2022	About 2-weeks after test day
March 11, 2023	February 11, 2023	February 28, 2023	About 2-weeks after test day
May 6, 2023	April 7, 2023	April 25, 2023	About 2-weeks after test day
June 3, 2023	May 5, 2023	May 24, 2023	About 6-weeks after test day

ACT

Test Date	Registration Deadline	Late Registration Deadline	Estimated Score Release
September 10, 2022	August 5, 2022	August 19, 2022	About 2-8 weeks after test day
October 12, 2022	September 26, 2022	September 30, 2022	About 2-8 weeks after test day
December 10, 2022	November 4, 2022	November 18, 2022	About 2-8 weeks after test day
February 11, 2023	January 6, 2023	January 20, 2023	About 2-8 weeks after test day
April 1, 2023	February 24, 2023	March 10, 2023	About 2-8 weeks after test day
June 10, 2023	May 5, 2023	May 19, 2023	About 2-8 weeks after test day
July 15, 2023	June 16, 2023	June 23, 2023	About 2-8 weeks after test day

Registration & Payment

To take a college admissions test, you must create an account, register and pay directly through the agency's website:

- For SAT, go to www.collegeboard.com
- For ACT, go to www.act.org

Please note that if you qualify for free/reduced lunch, you may receive a waiver from your school counselor for the cost of the test.

Testing Optional

For more information on testing optional schools along with a list of participating colleges, go to:

<http://fairtest.org/university/optional>. **Note:** Due to the ongoing health crisis, many colleges/universities have become test optional for the class of 2023. It is important to look to each school's individual testing policy for updates for your graduating class.

Testing at HHS

PSAT - May be offered to freshman, sophomores, and juniors in January. (tbd)

Available Prep Courses

ACT: www.act.org

Brain Storm: www.stormthetest.com

C2 Education: www.c2educate.com

E-Prep: www.eprep.com

Fair Test: www.fairtest.org

Huntington Learning Center: www.huntingtonhelps.com

Kaplan: www.kaptest.com

Naviance Test Prep: <https://student.naviance.com/hasbrouck>

Power Score: www.powerscore.com

Practice Tests: www.testprepreview.com

Prep Skills: www.prepskills.com

Princeton Review: www.princetonreview.com

Revolution Prep: www.revolutionprep.com

SAT: www.collegeboard.com

Test Gear: www.testu.com/frameset.asp

Test Rocker: www.testrocker.com

KEEP IN MIND! Test preparations should begin approximately two (2) months before the official test date. For example, if a student is taking the SAT in January, test prep courses begin in November.

Tips for the College Athlete

(please visit [NCAA Eligibility Center](#) for up to date information)

Division I Schools

To play a sport at a Division I school, you must graduate from high school and meet ALL the following requirements:

1. Complete 16 NCAA core courses:
 - a. 4 years of English
 - b. 3 years of mathematics
 - c. 2 years of natural/physical science
 - d. 2 years of social science
 - e. 1 additional year of English, mathematics, or natural/physical science
 - f. 4 additional years of English, mathematics, natural/physical science, social science, foreign language, comparative religion, or philosophy
2. Complete 10 NCAA core courses, including 7 in eng., math, or natural/physical science, before your 7th semester.
3. Earn at least a 2.3 GPA in your NCAA core courses.
4. Earn an ACT sum score or SAT combined score that matches your core-course GPA on the Division I sliding scale.
*For the Class of 2022: Test scores are not required for athletic eligibility for student-athletes who initially enroll full time during the 2022-23 academic year (more information for Class of 2023 to follow).

Division II Schools

To play a sport at a Division II school, you must graduate from high school and meet ALL of the following requirements:

1. Complete 16 NCAA core courses.
 - a. 3 years of English
 - b. 2 years of mathematics
 - c. 2 years of natural/physical science
 - d. 2 years of social science
 - e. 3 additional years of mathematics, English, or natural/physical science
 - f. 4 additional years of English, mathematics, natural/physical science, social science, foreign language, comparative religion, or philosophy
2. Earn at least 2.0 GPA in your NCAA core courses.
3. Earn an ACT sum score of 68 or an SAT combined score of 820.

Division III Schools

Division III schools provide an integrated environment focusing on academic success while offering a competitive athletics environment. While Division III schools do not offer athletics scholarships, 75 percent of Division III student athletes receive some sort of merit or need-based financial aid. If you are planning to attend a Division III school, you do not need to register with the NCAA eligibility center. Division III schools set their own admissions standards. If you are looking to play sports at the Division I or Division II level, you must start by registering with the NCAA Eligibility Center at eligibilitycenter.org during your sophomore year.

Grade Point Average

The NCAA calculates your grade point average based on grades you earn in NCAA-approved core courses.

Sliding Scale

Division I and II schools use sliding scales to match test scores and grade point averages to determine eligibility. If you have a low test score, you need a higher grade point average and vice versa, in order to be eligible. For more information about sliding scales, visit NCAA.org/playcollegesports.

Test Scores

You must send your official SAT or ACT scores to NCAA (use the code 9999 when contacting College Board or ACT).

Final Tip

At the end of junior year, request that your official transcript be sent to NCAA. You will need to have already created your account with NCAA and have received your NCAA ID #. To request your transcript to be sent, you need to see Mrs. Kelly in the Guidance/College Counseling Office to provide her with your name and NCAA ID #.

Upon graduation, you will also need to request that your final transcript be sent to NCAA.

College Applications - Application Process

Student Component

- Make sure you are registered for Naviance and have your login username and password.
- Request your letter of recommendation from your school counselor in person and give them the date of your first deadline. Then fill out the online survey on Naviance called 'Counselor Brag Sheet' by clicking on the 'About Me' tab and then you will find it under 'My Surveys.' Have your parents fill out the counselor brag sheet (parent version) and return to your counselor (also available on Naviance under 'My Surveys').
- Request your letter of recommendation from your teachers in person. Then, formally request the letter through Naviance under the 'Colleges' tab through 'Letters of Recommendation'. It is your responsibility to follow up and make sure they are uploaded.
- Finalize your college list and add them to your Naviance under 'Colleges I'm Applying To'.
- If you are using the Common App, register, enter your high school information, and add your Common App colleges to the account. Then sign the FERPA Release Authorization in your account. Finally, go into your Naviance under the 'Colleges' tab and under 'Colleges I'm Applying To' and 'Match Accounts' using your email and date of birth.
- Request test scores from your SAT/ACT account to be sent to your colleges. The school counselors **DO NOT** send standardized test scores. Colleges require official copies sent directly from the testing agencies and will not accept them from your high school.
- Complete and submit your applications. If you are using Common App, each application is submitted separately for each school.
- Request your transcript package (transcript, letters of recommendation, secondary reports) to be sent from your school by filling out the Transcript Request Form at least two weeks prior to your deadline each time you have submitted an application(s).

Counselor Component

- Counselor will send your Official Transcript (including courses in progress), a counselor recommendation, the School Profile, and a Secondary School Report for each college application requested (each gold 'Transcript Request Form' received).
- Counselor will send your mid-year reports to colleges (mid-February).
- Counselor will send your final transcript to the college you will attend (late June).

Teacher Component

- Teachers will write and upload into Naviance your recommendation letters and supporting forms. It is your responsibility to request the letter at least two weeks prior to any deadline. Make sure to thank your teachers!

College Applications - Important Information

Please read below for important information you will need to know when completing your applications:

- HHHS School CEEB Code: 310510
- Hasbrouck Heights High School
 - 365 Boulevard
 - Hasbrouck Heights, NJ 07604
 - Phone: 201-288-6150
 - Fax: 201-288-2083
- Class of 2023 Size: Approximately 143
- Ranking System: HHHS uses a weighted “Decile Ranking” system. It is on your transcript in the bottom right hand corner. For example, if you have a number “1” you are in the top 10%, a number “5” is in the top 50%, a number “10” is top 100%.
- GPA: Our GPAs are weighted on a 4.0 scale. Your cumulative GPA can be found in Naviance and on your Transcript (bottom right). We do not unweight your GPA; however colleges/universities may do so.
- All classes are “College Prep” academic level unless otherwise indicated as honors/Dual Enrollment/AP on the transcript. All 5-6 credit classes are full-year courses and all 2.5 credit classes are semester courses.
- You must use your legal name on your college applications. Your name must appear the same in Genesis, Naviance and when you register for the SAT/ACT/AP Tests/
- Materials will arrive in the colleges admissions offices at different times because they are coming from different places. This is OK!
- There is typically a delay in the admissions office (this means even electronic transcripts). They take a long time download off their server, register the materials as ‘received’ and match them up with your student account. It is not unusual for 2-3 weeks to pass before your account will show the transcript is there.

Responsibility Chart

Component	Student	Parent	School
Applications	X		
Application Fees	X	X	
Transcript & Secondary Info	X Students must request from Counselor using Transcript Request Form 2 weeks in advance of deadline		X Counselor will send requested documents to colleges as requested per Transcript Request Forms.
SAT or ACT Score Report	X Student must request scores from SAT/ACT to be sent directly to colleges.		
Letters of Recommendation from Teachers	X Student must request from Teachers in person and through Naviance. Teachers then upload them to Naviance.		X Counselor will send requested documents to colleges as requested per Transcript Request Forms.
Letters of Recommendation from Counselor	X Student must request from Counselor in person and submit student/parent brag sheets. They are then uploaded to Naviance.		X Counselor will send requested documents to colleges as requested per Transcript Request Forms.
Personal Statement/Essay	X		
Resume (optional)	X		
Financial Aid	X Students must fill out FAFSA with parents to for federal student loans. Students must also apply for any scholarships.	X Students must fill out FAFSA with parents to apply for federal student loans.	

***Note:** The HHHS School Counseling Team is always available for questions and support on all components; however this chart gives a general guideline to how the pieces work together.*

Letters of Recommendation

Letters of recommendation are very important in the admissions process. You will typically need one letter from your school counselor and two from teachers. For teacher recommendations, you will want to begin thinking about the teachers you have had, in junior year, that would best be able to write a recommendation on your behalf. Keep in mind that you should ask a junior year-teacher, as colleges want someone who had you more recently. Additionally, the teacher you ask does not have to teach the class for which you have the highest grade. Sometimes there is a benefit to asking the teacher of the class in which you are struggling, as they can speak about your work ethic and improvement. It is best to ask a teacher that you feel knows you and your ability best.

Some tips to keep in mind about teacher recommendations:

- ***You are not entitled to a recommendation.*** Writing recommendations takes a great deal of their personal time. Many teachers are very happy to write recommendations, but you should know that some letters can take over an hour to write. Teachers are writing multiple letters!
- ***You must waive your right to view your letters.*** You need to *trust* that if a teacher agreed to write your recommendation, they are going to write a positive one. This is standard recommendation etiquette.
- ***Always ask your teacher for a recommendation in person,*** every time you have a request! It is not acceptable for you to email them a request. You will then follow up with a Teacher Brag Sheet form in Naviance.
- ***You should always follow up with your recommenders to be sure you have provided them with the appropriate due dates.*** *It is your responsibility* to be sure they know your college deadlines. They cannot assume when you need a recommendation to be ready. On the other hand, if a teacher agrees to write the recommendation and you have provided them with the appropriate deadlines with enough notice, *trust* that they will have it in to the college by the deadline.
- ***Ask your teachers AS SOON AS POSSIBLE.*** You should ideally give a teacher one (1) month notice for any recommendation you may need. *If* you are asking in junior year, it is best to ask between April and June.
- ***Be sure to THANK everyone who writes a recommendation for you.*** An in-person thank you is nice, but a handwritten personal thank you is even better.

RECOMMENDATION REQUEST PROCESS

Counselor Letter Request

Step 1: Ask your counselor in person for a letter of recommendation! Please give your counselor at least 2 weeks' notice before your first deadline.

Step 2: Complete the "Counselor Brag Sheet" in Naviance, if you haven't already done so. Additionally, it is also recommended to have your parents complete the "Counselor Brag Sheet for Counselors (by parent)" on Naviance and submit to your counselor.

Teacher Letter Request

Step 1: Decide which 2 teachers to ask for a recommendation. Ask your teachers in person!

Step 2: Once the teachers agree to write your letter of recommendation, fill out the "Teacher Brag Sheet" survey in Naviance and submit it ASAP. Keep in mind that some teachers may have their own form for you to fill out!

Step 3: You must make a formal request to the teacher through Naviance (after you ask them in person). Making the request through Naviance allows the teacher to upload the letter electronically. You will see updates in Naviance when the letter is in progress and when it is complete. Your counselor/teacher will send the letters to your schools through Naviance.

- Log on to Naviance
- Click "Colleges" tab
- Click "Home"
- Scroll down and in the "Apply to Colleges" box, click on "Letters of Recommendation"
- Click "Add Request" and select the teacher you are asking for a recommendation. Select "General Request." Please leave a personal note thanking them for agreeing to write the recommendation and give them any pertinent information regarding your applications, like due dates, etc.
- Submit your request.
- Repeat process for each teacher you are requesting a letter from

Step 4: It is your responsibility to follow up with your teachers regarding application deadlines. Please give your teachers at least two weeks' notice for deadlines. You can check to see if your letter has been uploaded through Naviance. Don't be afraid to send your teachers a friendly reminder email if your deadline is approaching.

Step 5: Once your teacher has submitted their letter of recommendation, it is proper etiquette and good practice to write a thank you note for their efforts on your behalf.

Common Application Essay Prompts 2021-2022*

1. Some students have a background, identity, interest, or talent that is so meaningful they believe their application would be incomplete without it. If this sounds like you, then please share your story.
2. The lessons we take from obstacles we encounter can be fundamental to later success. Recount a time when you faced a challenge, setback, or failure. How did it affect you, and what did you learn from the experience?
3. Reflect on a time when you questioned or challenged a belief or idea. What prompted your thinking? What was the outcome?
4. Reflect on something that someone has done for you that has made you happy or thankful in a surprising way. How has this gratitude affected or motivated you?
5. Discuss an accomplishment, event, or realization that sparked a period of personal growth and a new understanding of yourself or others.
6. Describe a topic, idea, or concept you find so engaging that it makes you lose all track of time. Why does it captivate you? What or who do you turn to when you want to learn more?
7. Share an essay on any topic of your choice. It can be one you've already written, one that responds to a different prompt, or one of your own design.

*Please note: these are the prompts for the Class of 2022. The prompts, however, are usually the same or similar from year to year.

"Through the Common App essay prompts, we want to give all applicants - regardless of background or access to counseling - the opportunity to share their voice with colleges. Every applicant has a unique story. The essay helps bring that story to life," said Meredith Lombardi, Associate Director, Outreach and Education, for The Common Application.

TIPS FOR PREPARING THE STUDENT ACTIVITY RÉSUMÉ / SAMPLE ACTIVITY RÉSUMÉS

Though many online applications no longer allow you to upload a separate résumé, it is helpful when entering the information into applications. It also helps you organize your activities, keep your counselor informed, and prepare for interviews and scholarship applications. You can also upload a résumé to the Common Application or mail your résumé as a separate document to each college of which you are applying. Here are some guidelines:

- One to two pages in length (maximum). Play with the margins if you need. 10 point font, minimum.
- Stick to a “common” font like Times New Roman, Arial, Courier. Something professional looking.
- Label the first page with your name, address, phone number, and professional/school email address*.
- Label each subsequent page with your name and Hasbrouck Heights High School in the top corner.
- Résumés can be created in many ways. List the sections that you have and in order of significance.

Seven major sections may be:

- **Education:** Write Hasbrouck Heights High School, 365 Boulevard, Hasbrouck Heights, NJ 07604 and your academic highlights such as your cumulative GPA, anticipated graduation date, etc.
- **Extracurricular Activities:** List in order of their importance to you and where you have made the most significant contributions.
- **Honors and Awards:** Reverse chronological order, begin with most recent first.
- **Community Service:** Reverse chronological order, begin with most recent first.
- **Summer Experiences:** List four summers, starting with summer before Grade 12 and ending with that before Grade 9.
- **Employment and Internships:** Reverse chronological order, begin with most recent.
- **Hobbies and Interests:** List in order of their importance to you.
- Include **School Years** of participation as Grades 9, 10, 11, 12
- If there is a category in which you do not have anything to insert, delete that category altogether.
- Include Details – **descriptions, responsibilities, positions, and honors**
- Consider including time – **Hours/week, Weeks/year** (School year = 40 weeks, Summer = 12 weeks, Sports Season = 15 weeks)
- Don't use acronyms without defining them (i.e. CARE should be spelled out)
- Once you've completed your résumé, change it into a PDF before emailing/uploading so that the formatting will stay intact.
- See the samples on the following pages.
- It is important when choosing which extra-curricular activities to keep in mind that the **quality** of the activity is more important to colleges than **quantity**.
- Students should choose to participate in three to four activities; college admissions recommend one in each area:
 - **Academic-oriented:** Geared towards the field of study that you will pursue in college.
 - **Leadership:** Activity that helps show the admissions officers that you are hard-working, have people skills, and can be an innovator in your field.
 - **Personality:** Helps highlight the interesting and unique aspects of your personality and shows balance.
 - **Community Service:** Shows responsibility and empathy.

***Note about email addresses: Make sure your email address sounds professional/appropriate. Your HHHS email address is ideal, or you may want to create a separate email that will ONLY be used for the college process. Be sure to check your email regularly!**

HASBROUCK HEIGHTS HIGH SCHOOL STUDENT ACTIVITY INVENTORY

Student Name: _____ Class of: _____ Counselor: _____

Indicate your participation in activities by placing an X in the appropriate box.

ACTIVITY	GRADE LEVEL				ACTIVITY	GRADE LEVEL			
	9	10	11	12		9	10	11	12
Service Groups					Honor Societies				
Outreach Club					National Honor Society				
Heroes and Cool Kids					Italian Honor Society				
					Spanish Honor Society				
Student Government									
Student Council					Dramatics				
					Drama Club				
School Clubs					Senior Play				
Art Club					Lighting and Sound				
Aviators Out Loud (Podcast Club)									
Chess Club					Music				
Gay/Straight Alliance					Marching Band				
Multicultural Club					Color Guard				
Model UN					Pierott Winter Guard				
Poetry Club					Instrumental Music				
Spirit Club									
Wellness Club					Athletics				
Yoga Club					Baseball				
Young Democratic/Republican Club					Basketball				
					Bowling				
School Publications					Cheerleading (Football)				
Yearbook					Cross Country				
Pilot's Log Newspaper					Football				
					Golf				
Academic Activities					Soccer				
Academic Challenge					Softball				
American Sign Language Club					Swimming				
Computer Programming Club					Tennis				
Future Scientist Club					Track				
Italian Club					Volleyball				
Medical Science Club					Wrestling				
Robotics Club									
Spanish Club									

**STUDENT ACTIVITY INVENTORY
(Continued)**

COMMUNITY ACTIVITIES (Volunteering, Scouts, Church Work, etc.): NO. OF YEARS

SPECIAL INTERESTS/PRIVATE INSTRUCTIONS (Gymnastics, Music, Dance, etc.): NO. OF YEARS

AWARDS AND HONORS (Academic, Athletic, Artistic, etc.): GRADE LEVEL

OTHER:

EMPLOYMENT EXPERIENCES: Grades 9-12

Employer

Position Held

Dates of Employment

SAMPLE RÉSUMÉ 1

Jane Doe
 123 Main Street
 Anytown, USA 12345
 (123) 456-7890
 youremail@address.com
 Hasbrouck Heights High School

Extracurricular Activities	School Years	Hrs-Wk/ Wks-Yr	Positions/Descriptions
Student Council	9 – 12	1/20	Secretary (9 – 11); Vice President (12)
Church Youth Group	9 – 12	2/40	Member (9 – 12); Youth Council (12)
Orchestra	9 – 12	4/40	Member; First Violin (9 – 12)
Heroes and Cool Kids	11 – 12	1/20	Member
Junior Varsity Basketball	10	15/18	Forward

Community Service	School Years	Hrs-Wk/ Wks-Yr	Positions/Responsibilities
Church Volunteer	11 – 12	3/8	Youth representative; serve as liaison between youth group and Board of Deacons
Relay for Life	10 – 12	14/1	Raise money for cancer research at an overnight event
Hasbrouck Hgts Library Volunteer	9	1/12	Shelved books; worked at checkout desk

Employment	School Years	Hrs-Wk/ Wks-Yr	Positions/Responsibilities
Carvel Ice Cream Scooper	11 – 12	11/45	Head ice cream scooper and provide excellent customer service
Pet Sitting	9 – 12	5/5	Cared for neighbor's pets

Honors/Awards	School Years		Honors/Descriptions
Hasbrouck Heights High School	9 – 11		High Honor Roll
College Board	11		National Merit Scholar
National Italian Exam	9 – 11		Achieved Summa Cum Laude each year

Summer Experiences	Summer	Hrs-Wk/ Wks-Yr	Positions/Responsibilities
Bergen Community College, Computer Basics Course	2011	7/9	Learned the basics about the workings of a computer and the Java language; created small programs using Java Grade Earned: A
Appalachian Service Project	2010	40/1	Volunteered to make homes warmer, safer, and drier in the poverty-stricken areas of Appalachia

Hobbies/Interests			
Photography			Take 35mm, black and white, and color pictures; develop own film.

SAMPLE RÉSUMÉ 2

Jane Doe
123 Main Street
Anytown, USA 12345
(123) 456-7890
youremail@address.com
Hasbrouck Heights High School

EXTRACURRICULAR ACTIVITIES

- Model UN Events Leader & Freshman Mentor (9-12)
- Peer Mentor (11-12)
 - *Selected after a peer and faculty interview and application process. I provide mentoring to the freshman class in small groups twice a month throughout the year as well as during a three-day summer orientation program.*
- Student Council – Treasurer (9, 10, & 12)
 - *Responsible for a school-wide budget of approximately \$100,000 that is used to provide programs throughout the school year*
- Participant in the National Youth Leadership Conference in Washington, DC (11)
- Church Youth Group, President (10-12)
 - *Responsible for running retreats and weekly meetings*
- Math League, Participant (10-11)
- Junior Varsity Tennis (9-10)

HONORS/AWARDS

- Nationally Commended Student (12)
- Participant in New Jersey Math League (10, 12)
- Inducted, National Honor Society (11)

COMMUNITY SERVICE

- Volunteer, Care One, Paramus, NJ (9-11)
 - *Monitored the elderly, ran courses/activities, and played flute with two friends during their leisure.*
- Tutor Freshman and Sophomore students for NHS (11-12)
 - *Tutored approximately three hours per week in various subjects*

WORK EXPERIENCE

- Moto Photo, Paramus, NJ (11-12)
 - *Developed managerial skills: worked in the dark room and learned how to develop films manually.*
- Private Tutor (11-12)
 - *Tutored elementary age students in Mathematics and Science approximately five (5) hours per week*

**HASBROUCK HEIGHTS HIGH SCHOOL
DEPARTMENT OF SCHOOL COUNSELING
TRANSCRIPT REQUEST FORM**

Received by Counselor: _____
--

Student Name

School Counselor Name

Name of College/University or Scholarship, NCAA, or Other	Decision Type (ED/EA/Regular/Rolling, Priority)	Application Deadline Date	Application/ Test Scores Submitted	Colleges are added to Naviance	Application Type (Common App or Direct)	For Counselor Use Only: Materials Sent

Letters of Recommendations	Completed Brag Sheet	Requested in Naviance:
1. Counselor (required: ___ yes ___ no)		N/A
2.		
3.		

This form must be submitted to your counselor after you've submitted your college application. Please follow the HHHS deadlines to ensure all transcripts materials are sent and received by the college(s) deadline.

HHHS Deadline for Transcript Request Form	College Application Deadline
October 3, 2022	October 15, 2022
October 18, 2022	November 1, 2022
November 1, 2022	November 15, 2022
November 17, 2022	December 1, 2022
December 1, 2022	December 15, 2022
December 7, 2022	January 1-10, 2023
January 3, 2023	January 15, 2023
January 18, 2023	February 1, 2023
February 8, 2023	March 1, 2023

I give my permission for Hasbrouck Heights High School to release all academic records to the college, scholarship program and/or athletic representative listed above. **I understand that transcript requests require two (2) weeks to process.** Signature also denotes an understanding that mid-year grade reports will automatically be sent to ALL schools where initial transcripts were sent. Additionally, I attest that the above information is valid and correct and I am aware that I am responsible for submitting the student portion of the application (application, application fee, test scores, etc.) to each college by the deadline.

Student Signature

Date

Parent/Guardian Signature

Date



In order for Hasbrouck Heights High School to process any college application, the following statement must be signed and kept on file in the School Counseling Office. If you are an athlete, please read and sign the second paragraph as well.

AUTHORIZATION TO RELEASE EDUCATIONAL RECORDS

As part of the college application process, I authorize the release of a copy of my official transcript containing courses taken, grades earned, and my complete record of standardized testing, as well as any other educational records required or requested by the educational institutions/scholarship programs to which I apply. I authorize the School Counseling Office, as well as the teachers and administrators of Hasbrouck Heights High School, to submit descriptive statements and/or letters of recommendation for my applications when requested. I understand that these statements are confidential, and hereby waive any rights to review their contents. I recognize that it is the school's responsibility to notify any educational institution to which I have applied or have been accepted as to any change in my status at Hasbrouck Heights High School, and hereby authorize such notification.

(Student's Printed Name)

(Date)

(Student Signature)

(Date)

(Parent Signature)

RECORD RELEASE FOR ATHLETES

I authorize the release of my official transcript, including standardized test scores, for recruiting purposes to the NCAA Clearinghouse, coaches, and other educational representatives.

(Date)

(Student Signature)

(Date)

(Parent Signature)

THIS SIGNED FORM MUST BE RETURNED TO THE GUIDANCE OFFICE BEFORE ANY APPLICATIONS OR SCHOLARSHIP INFORMATION CAN BE PROCESSED.

Hasbrouck Heights High School
365 Boulevard
Hasbrouck Heights, NJ 07604
"Home of the Aviators"

Post-Secondary Plans and Permission Form

Dear Parents/Guardians,

Please indicate below your child's final post-graduation plans. Also, we would like to add your son/daughter's name with their plans on our Senior Graduation Bulletin Board and would like your permission for the display.

Your child's name: _____

School Attending: _____ (if applicable)

Intended major: _____ (if applicable)

Other plans: _____ (military, employment, etc.)

Also, we would like to add your son/daughter's name with their plans on our Senior Graduation Bulletin Board. Please sign below if you consent to having it posted.

Printed Parent/Guardian Name

Parent/Guardian Signature

Date

Please return to your English teacher by May 2, 2023.

THANK YOU!

Financial Aid and Scholarships

(Adapted from 'The ABCs of College Planning, 2018')

Paying for College Costs

It is important that students and parents communicate about college expenditures when applying to colleges. Students should be clear about what they hope for and can expect from their parents, while parents should be clear about what they realistically can provide. Although the cost of an institution should not be the sole factor in deciding where to apply, it is important that you know what financial commitments, if any, your parents are able to make in conjunction with any financial aid you may receive.

The Financial Aid Process

The actual cost of attending college consists of the tuition and fees charged by an institution less the amount of financial aid awarded to the individual. To be considered for loans, grants, and scholarships, you will need to fill out the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. In addition, some schools may also require you to fill out the College Scholarship Service (CSS) Profile at <https://student.collegeboard.org/css-financial-aid-profile>. It is best to find out what each school requires for financial aid and scholarships. ***BOTH forms are now available October 1 and should be completed as soon as possible after this date during your senior year.*** Information from the FAFSA is sent to the federal and state government and to institutions to which the student applies. Using this information, after you are admitted to a college they will send you a Financial Aid Package. This will review the costs of tuition, fees, room and board for the school, and it will be adjusted based off any grants, loans or scholarships you are receiving.

- The Free Application for Federal Student Aid (FAFSA) must be completed before any need-based aid can be awarded. The FAFSA should be completed online at www.fafsa.gov. A username and password MUST be used to log into certain U.S. Department of Education websites as it confirms your identity when you access your financial aid information and electronically sign federal student aid documents. You can create one when logging into www.fafsa.gov.
- The FAFSA should be submitted after October 1 and by Jan. 1, 2023 for seniors enrolling into college for the Fall of 2022.
- Information from the FAFSA is used to compute the Expected Family Contribution (EFC). Savings, assets and income of the family are taken into account.

FAFSA

The FAFSA must be completed before any federal, state or campus-based aid can be granted. FAFSA must be completed no earlier than October 1 of your senior year. Once FAFSA is filed the Federal Government will use the information to determine your eligibility for Federal Pell Grants, Federal Supplemental Educational Opportunity Grant, the Federal Perkins Loan, the Federal Stafford Loan or Direct Loan and Federal Work-Study Funds.

Tips for Completing the FAFSA

- Apply early.
- Apply online.
- Use the IRS data retrieval tool. When you apply online, you will be given the option to retrieve your IRS Data to automatically populate the FAFSA. This option simplifies the application process, helps reduce errors, and lowers your chances of being selected to verify the information on your FAFSA. To take advantage of this feature, you'll need to complete your taxes first. It will take roughly two weeks for your taxes to be processed. After this time, you should be able to retrieve this information to automatically populate the corresponding questions on the FAFSA.

Common Errors to Avoid

- Do not leave too many fields blank. This can cause miscalculations.
- Always round to the nearest dollar. Do not use commas and decimal points.
- Double check that you are inputting the correct social security number.
- Your name on the FAFSA must match your social security records.

- Do not assume that your adjusted gross income is the same as your total income.
- Be sure you are listing parents' marital status correctly. For example, if your custodial parent has remarried, you will need to list your step-parent's information too.
- Be sure to list BOTH parents if they live together in the same household.

Documents you will need to complete the FAFSA

- Social Security Number
- Driver's License, if you have one
- W-2 forms for previous year or prior year
- Most recent federal income tax return
- Records of child support paid, if applicable
- Current bank statements
- Current business and investment mortgage information, business and farm records, stock, bond, and other investment records
- Documentation of U.S. permanent resident or other eligible non-citizen, if applicable

Having trouble? Please call Federal Student Aid Information Center at 1.800.433.3243.

CSS/Financial Aid Profile

The CSS Profile is an online application that collects information used by certain colleges and scholarship programs to award institutional aid funds. Check your colleges'/programs' information to determine whether they require the CSS Profile. The most up-to-date list of schools requiring this document can be found here:

<https://profile.collegeboard.org/profile/ppi/participatingInstitutions.aspx>. To create your online application, go to <https://student.collegeboard.org/profile>. A fee of approximately \$25 plus additional fees for reports is required for this application.

Documents you will need to complete the CSS Profile

- Type of tax return you and your parent(s) will file for the current year (e.g., 1040, 1040 EZ, foreign return)
- If your parents receive TANF (Temporary Assistance for Needy Families) or SSI (Supplemental Security Income)
- If your parents are self-employed or own business(es) and/or farm(s)
- Your parents' housing status (e.g., own, rent)
- Your personal information, including your Social Security number. Once you register, you will find detailed instructions and an extensive Help Desk, including Frequently Asked Questions, online.

The Process

1. **Register.** Your CSS profile is tailored to your family situation based on your registration answers and the colleges/programs you select. After registering, you can save your application and return to it later.
2. **Complete the Application.** Use the customized Pre-Application Worksheet and Instructions to help you complete the application.
3. **Submit the Application.** The date and time you submit your completed application. You pay online and will receive an online CSS Profile Acknowledgment. The Acknowledgment may include your next steps to complete your financial aid application process.

Having trouble? Please call College Board CSS Profile 305-420-3670 or email help@cssprofile.org.

Scholarship Information

You should proactively seek out scholarship opportunities and apply. This could be local, regional, or national scholarships, through your high school, community organizations and private companies. There are many ways which you can find scholarships. We recommend www.fastweb.com, www.collegeboard.com, and Naviance as search tools though local scholarships are posted on the district website each year usually around February.

Local (Hasbrouck Heights) Scholarships

All of the Local Scholarships will be posted in February on the district website for all eligible seniors to fill out. The instructions as well as deadlines will be posted.

Other Resources

American Student Assistance - <https://www.asa.org/>

Big Future by the College Board - <http://www.bigfuture.collegeboard.org/scholarship-search>

College Fund Comprehensive - <https://www.nelnet.com/welcome>

College Scholarships - <http://www.college-scholarships.com/>

Free Application for Federal Student Aid - <https://studentaid.ed.gov/sa/fafsa>

Fastweb - <http://www.fastweb.com/>

Get College Funding - <http://www.getcollegefunding.org/>

Hispanic Scholarship - <http://www.hsf.net/>

Independent 529 Plans - <http://www.independent529plan.org/>

International Student Financial Aid - <http://www.iefaf.org/>

NJ Financial Aid Information - <http://www.hesaa.org/>

Salliemae - <http://www.salliemae.com/>

Saving for College - <http://www.savingforcollege.com/>

Scholar Stuff - <http://www.scholarstuff.com/>

Scholarship Page - <http://www.scholarship-page.com/>

Scholarships - <http://www.scholarships.com/>

Student Financial Aid Guide - <http://www.studentaid.gov/>

USA Funds - <http://www.usafunds.org/>

Parent Tips for the College Planning Process

- Use this time to assist your child, but do not take over the process.
- Attend College Fairs and/or Open House programs with your child.
- Help keep your child organized through the process to avoid stress and overload.
- Complete the Parent Brag Sheet provided by the Guidance Office.
- Establish an SAT/ACT testing calendar for the rest of the academic year in consultation with your child and his/her counselor. Assist your child in finding the right SAT/ACT prep course or tutor for his/her needs.
- Help your child think about and explore possible career opportunities.
- Assist your child with defining the most important qualities she wants from a collegiate environment (size, location, cost, majors, athletics, etc.).
- Assist your child with putting together an initial college list, and then work together to refine the list. Encourage your child to be realistic with his/her options. Use Naviance to see how your student compares to past applicants from HHHS.
- Be sure that your child, **NOT YOU**, is requesting information from colleges, setting up college visits, completing applications and essays, etc.
- Encourage your child to keep his/her options open and to look beyond the “name brands” or the schools that all his/her friends are looking at.
- Talk with your child about the costs for attending college and be sure you are in agreement about which schools are reasonable for him/her to apply.
- Plan a few college visits over school breaks if your itinerary permits. Just get on a campus and begin the process.
- Help your child design his/her junior summer. Popular options include internships, summer course work, jobs, volunteer service, etc.
- Applying to college has the time-consuming effect of one extra course in the senior fall. Your child will be running at maximum for two months or longer. Support him/her, but **DO NOT** do the work for him/her.
- Assist your child with seeking outside scholarships to assist in paying for college.
- Consider loan options for you or your child.
- Early applications are not an automatic option. A decision about early applications should be made with close consultation with a counselor.
- Prepare the FAFSA and/or CSS Profile for financial assistance.
- In the Spring of Senior Year, assist your child with narrowing down his/her choices. He/she must select one (1) school to attend **by May 1**. You may also need to assist your child with waitlist opportunities at this time.
- Be reminded that the admissions process is complex and unpredictable. Remind your child that 75% is in his/her hands, but 25% is not. Disappointments are natural.
- Remind your child that there is a college for EVERYONE.

Questions Parents Can Ask Their Seniors

(to help them stay on track with their college applications)

- When can we schedule a time to fill out your FAFSA together (as soon as possible after October 1 is recommended)?
- Do you know what schools you want to apply to?
- Have you added them into Naviance?
- Have you determined how you want to apply (i.e., early decision, early action, regular decision, priority deadline, etc.)? What are the deadlines?
- Have you created a resume?
- Have you requested your letters of recommendations from your teacher(s)? (Did you fill out a brag sheet?)
- Have you requested your letter of recommendation from your counselor? (Did you fill out a counselor brag sheet?)
- Have you finished your personal essay(s)? And had them proofread by others?
- Have you requested your transcripts to be sent from your counselor?
- Have you requested that your ACT/SAT scores be sent from the testing website to your schools?
- Have you filled out the applications and/or Common App for each of your schools?
- Are all your applications and documents sent in to all your colleges?
- Best practice goal: To be finished completely with college applications before holiday recess.

Naviance

Naviance is an online tool to assist HHS students with college and career planning. Both students and parents have access to this system. It is also the means by which school counselors process requests from students to send college application materials such as transcripts and letters of recommendations to colleges.

Features Include Self Discovery, College Preparation, Career Exploration, & Academic Planning

StrengthsExplorer®	National Scholarship Search
College and Career Curriculum	Career Exploration
College Research	Self-Assessments
College Visits	Do What You Are®
SuperMatch™	The Learning Style Inventory
College Match	MI Advantage™
College Lookup	Career Assessment - Career Key
College Search	Career Cluster Finder
College Resources	Career Interest Profiler
College Maps	Career Videos - Roadtrip Nation
College Profiles	Course Planning
Resume	Test Preparation
Naviance eDocs	Naviance Test Prep

How to Log In:

Go here: www.connection.naviance.com/hasbrouck

Enter your username, which is your HHS e-mail address: lastnamefirstname@hhschools.org (e.g. doejane@hhschools.org). Parent username is the email address used when registering your child with the school.

Enter your password. Students' passwords are set up with you with their counselors (must be at least 6-characters). Parents will receive a Welcome e-mail from the portal with a temporary password that can then be changed to a personal password.

Online Resources

Naviance - Web tool used by HHS for the college search and application process, also compiles admissions statistics for HHS students (must have a password).

<http://connection.naviance.com/hasbrouck>

College Confidential - Largest discussion board and online forum dedicated to college admissions.

www.collegeconfidential.com

College Board - College and career site; where you sign up for the SATs.

www.collegeboard.com

ACT - College Entrance Exam

www.actstudent.org

Common Application - Allows students to complete applications to more than 600 colleges.

www.commonapp.org

Fair Test - Database of schools that are "test optional."

www.fairtest.org/university/optional

The Admission Game: Peter Van Buskirk

www.theadmissiongame.com

NCAA: National Collegiate Athletic Association

www.ncaa.org/wps/portal

Eligibility Center - http://web1.ncaa.org/eligibilitycenter/student/index_student.html

FAFSA – Free Application for Federal Student Aid (required of ALL colleges if applying for aid)

www.fafsa.ed.gov

CSS Profile - College Financial Aid Form (not required by all)

www.collegeboard.org/profile

HESAA – Higher Education Student Assistance Authority

www.hesaa.org

Fast Web - Scholarship Search Engine

www.fastweb.com

Scholarships.com - Guide to Scholarships

www.scholarships.com

Fin Aid - Guide to Financial Aid

www.finaid.org

Youniversity - Watch college video tours of all major colleges in the U.S.

www.youniversitytv.com