

## SENIOR INFORMATION 2011-2012

### COLLEGE VISIT SIGN-UP PROCESS

- A list of college visits is posted on the bulletin board in the Guidance Resource Area and in Homeroom. Check lists often. There is a sign up book on the cabinet under the bulletin board. Sign up at least one week before the visit. **Do not sign another student's name on the sign up sheet.** College Visit passes will be distributed in Homeroom on the day of the visit. Seniors are allowed to attend three College Visits.
- Take the College Visit pass to class and ask the teacher's permission to attend the visit. The teacher has the option to deny you permission to attend the visit because of important classroom work. The Guidance files will be updated after the colleges visit. Check the file for information.
- The Guidance Resource area has college catalogs and many other college resources including applications, viewbooks, scholarship information for colleges, etc.

### COLLEGE APPLICATION PROCESS

- All forms to help you with the college application process are available in the Guidance Resource area and many are also on the drop down menu under Guidance on the Villa website.
- Complete a SENIOR PROFILE FORM AND make several copies. Consider who to ask for a letter of recommendation. The first area to think about other than choosing your college is letters of recommendation. Begin now to think of whom you will ask for letters of recommendation. If a college asks for three recommendations, two could be from faculty and one from someone who knows you well (employer, volunteer coordinator, etc.)
- Attach a pink REQUEST FOR A RECOMMENDATION FORM to the SENIOR PROFILE FORM when requesting a letter of recommendation. Indicate on the pink form all of the colleges or scholarship organizations receiving a letter of recommendation. It is your responsibility to supply correct addresses. Allow at least two weeks for completion of letters of recommendation.
- Give the two forms to the person writing a letter of recommendation. Request that letters of recommendation be submitted to your guidance counselor to be included with your application. If a college specifically requests that recommendations be mailed separately, supply an addressed and stamped envelope. Always send a hand written thank you to the person writing the letter of recommendation acknowledging your appreciation.
- The BLUE FORM must be submitted with every application-one form per application. If you apply on-line, you need to complete a blue form asking Ms. Petersen or Ms. Seng to send a transcript and other information required by the college. Scholarship procedures are the same as college applications. Use the BLUE FORM.
- NCAA registration. You must send your ACT/SAT scores directly to the clearinghouse. It is your responsibility to put the code 9999 when you register to take the test, otherwise you will have to pay the additional money to have the scores sent. Complete a BLUE FORM requesting a transcript be sent.
- Attach \$2.00 to cover processing.
- Hand in completed applications and BLUE FORMS to Ms. Petersen, Ms. Seng or the Guidance secretary directly. Do not put applications in the Main Office, on mail shelves, etc.
- Applications will be mailed once all materials are submitted. Allow two weeks for processing of applications once submitted. **WATCH DEADLINES.**
- **DEADLINE FOR SUBMITTING APPLICATIONS THAT MUST GO OUT BEFORE CHRISTMAS BREAK IS: FRIDAY, DECEMBER 2, 2011.** If you want your applications to go out before Christmas break, you must have them to Ms. Petersen or Ms. Seng by Friday, December 2, 2011. Applications received after that time will not go out before the holiday and will not be received by colleges by January 1. The deadline is firm. No exceptions.