



CHICAGO MATH AND SCIENCE ACADEMY

COLLEGE COUNSELING HANDBOOK

2021-2022

7212 N. Clark St.
Chicago, IL 60626
Phone: (773) 761-8960

www.cmsaonline.net

Mission Statement of the Counseling Department

Our mission is focused on preparing students to lead choice-filled lives. While we know that a college degree is the clearest path to a life of opportunity and choice, we also know some students pursue different paths to fulfilling careers. Through academic and extracurricular programs, we are committed to help our students expand their knowledge of career options – and the steps needed to pursue the career of their choice. We will facilitate personalized and culturally appropriate students' exploration of postsecondary possibilities.

Administration

Principal- Mr. Micheal Kuran

Assistant Principal of Academics- Elizabeth Cobb

Assistant Principal of School Culture- Ken Johnson

College Counseling Department

Mrs. Sarina Asbury-Bagcioglu

(773) 761-8960 x 313

sarina@cmsaonline.net

Ms. Shahista Khatoon

(773) 761-8960 x 315

khatoon@cmsaonline.net

CMSA's CEEB/High School Code for, SAT and College Applications:

140-721

STEPS TO COLLEGE PLANNING

STEP 1: KNOW YOURSELF AND YOUR REASONS FOR ATTENDING COLLEGE

You will be the one to attend college so the final decision is yours. When you research a school, consider how it will fit with your interests, future plans and dreams. You must be able to recognize your strengths and weaknesses.

STEP 2: CONSIDER COLLEGE CHARACTERISTICS

The majors offered are the most important aspects of a college choice, but what if you are undecided? There are other characteristics that are also important which relate to your needs and preferences. The location and the size of the school, accreditation, student life, cost, support services, and the admission policy must be considered during your research.

STEP 3: LIST, COMPARE, AND VISIT COLLEGES

By using the variety of resources available, an informed decision can be made. The counseling office has access to many catalogues and software packages to aid in your research. The 'What's Next Illinois & Naviance' programs are excellent resources for comparing and contrasting colleges and careers. Remember, the best way to make your decision is to visit the campus and personally talk to students and faculty.

STEP 4: APPLY FOR ADMISSIONS AND OBSERVE DEADLINES

Researching to narrow your choices is important. You should take into consideration the cost of the school and its scholarship requirements. When you have made your decisions you should work with your counselor to compile your applications. Each of the applications for admission should include documents such as high school transcripts, letters of recommendation, your test results, and essays. The completed application must be submitted by the colleges' deadline.

STEP 5: DEVELOP A PLAN TO FINANCE YOUR EDUCATION

Start by talking with your parents/guardians to explore all possible resources, i.e. savings, summer earnings, and financial aid in the form of scholarships. After being accepted to a college, check to see if they offer any special scholarships particular to that school. Make sure to apply for financial aid as early as possible.

STEP 6: REVIEW AND FINALIZE YOUR PLANS

Consider all of the information you have compiled with the schools to which you have been accepted in order to make your final decision. Remember that you will be attending this school for the next few years and your decision must be based on your goals and needs.

SENIOR COLLEGE PLANNING CALENDAR

AUGUST/SEPTEMBER

- Register for the /SAT.
- If you already took either test, review your results and find ways to improve your score.
- **STUDY! STUDY! STUDY!** for the SAT.
- Make a list of the 8 colleges that you plan on applying to.
- Meet with your college counselor
- Make sure that you have the credits you need to graduate
- Check with your college counselor to determine if the colleges you have selected are a “good fit” for you.
- Update your resume. You will need the information when filling out college applications.
- Don’t let your grades slip. Higher grades help show colleges that you are serious about academics.
- Obtain college applications on the college’s websites, and through The Common Application.
- Begin to fill out rough draft applications and start college essays.
- Look for college representative visits and college trips information in daily announcements, the guidance office and on CMSA’s website.
- Attend CMSA’s Financial Aid Night.

OCTOBER

- Submit your FAFSA form in October.
- Keep grades up. They still count!
- Take or retake SAT.
- Meet with your counselor to review your applications.
- Plan interviews if required and /or offered. visit colleges.
- Continue writing rough drafts and college essays.
- Research scholarships at the schools to which you are applying as well as private scholarships.
- Ask for recommendation letters from teachers, school counselors, employers, pastors, etc. Ask them for the letter at least two to three weeks before you need it.

NOVEMBER

- Keep those grades up. They still count!
- Take or retake the SAT.
- Review and proofread applications and essays with your counselor, teachers.
- Visit colleges.
- Meet with college representatives and continue the scholarship search.
- Finish and submit college applications by Thanksgiving. Follow your school's procedure for sending official transcripts to colleges.

DECEMBER

- Contact the admissions' offices to ensure that they have received the application, references, and transcript and test scores.
- Continue to keep your grades up.
- Continue searching for scholarships.
- Inform your counselor of any acceptance letters you may receive around this time.

JANUARY/FEBRUARY

- Make sure that all of the colleges you have applied to have received all required documents.
- Work on scholarship applications.
- Again, continue to work hard and study!
- Continue to keep the counselors informed of any acceptance letters.
- Keep an eye out for scholarship deadlines.

MARCH

- Send any new information that will make your application stronger.
- Arrange for a second visit or an overnight stay at the schools where you've been accepted.

APRIL

- Watch for acceptance letters
- Compare the financial aid Award Letters from different colleges with counselors.
- Decide which college to attend and notify the school of your decision. Pay your housing or matriculation deposit by May 1st.

MAY/JUNE

- Pay a deposit to the college you chose by **May 1st**. **THESE IS DECLARATION DAY!**
- Keep track of deadlines for financial aid, scholarships and the housing deposit. Your housing deposit must be in by May 1st to secure housing for your first year.
- Send the college your final transcript.
- Notify the college of any external scholarships you may have received
- Send thank you letters to anyone who helped you through the college process, such as counselors, teachers and mentors.
- Graduate and have a good summer- YOU DESERVE IT! Congratulations!

CRITERIA FOR COLLEGE SELECTION

Listed below are important factors to consider in assessing appropriate schools that meet your needs and interests.

Academic Factors

Atmosphere & competitiveness
Cooperative Programs/Off Campus Experience
Degree Requirements
Independent Study
Majors offered
Pre-Professional Programs
Type of Institution

Admission Factors

Competition
Early Programs and Commitments
Averaged Test Scores, GPA, Rank

Facilities

Athletics
Classes, Labs
Counseling Services
Extracurricular Activities
Housing

Factual Information

Attrition
Job Placement Services
Graduate School Acceptances
Undergraduate Research

Financial Aid

Cost
Scholarship
Work-Study

Personal

Religious Affiliations of School
Background of Other Students
Location/Weather/Community
School Philosophy

Special Programs and Offering

Consortia
Off-campus Study
Special Interest Residential Halls

Accreditation
Course requirements
Honors Program
Interdisciplinary Study
Method of Instruction
Research Questions
Typical Class Size

Deadlines
Tests Required
Notification Dates

Library
Medical
Religious
Support Services

Size of Student Body
Test Score Means
School Profile

% Receiving Aid
Required Forms

Co-ed, Male, Female
Cultural Expectations
Interest of Student Body
Student-faculty Relations
Placement Services
Honors System
Pass-Fail/Ungraded.

PLANNING FOR YOUR COLLEGE VISIT

Questions you can expect in a college interview:

1. Why are you interested in this school?
2. What academic areas interest you?
3. What do you hope to be doing 10 years from now?
4. What did you like/dislike about high school?
5. What was the last book you read?
6. What magazines or newspapers do you read on a regular basis?
7. What are your extracurricular activities?
8. What do you see as your strengths and weaknesses?
9. What do you hope to get from college?
10. What would you bring to our community?

Questions you should ask at an interview:

1. Could you elaborate on the academics fitting my interests?
2. Do the students have access to computers and the Internet?
3. Do the students have access to special equipment?
4. Are there employment opportunities on campus if I do not qualify for work study?
5. What new programs do you anticipate in the coming years?
6. What are some of your most recent graduates doing now?
7. How many freshmen return as sophomores?
8. Is there any academic support available at no cost to me?(i.e. tutoring, counseling, etc)
9. What do the students do when they are not studying

Questions to ask other students on campus:

1. How many hours do you spend studying?
2. Do you believe that the professors are available outside of class for questions?
3. How is the food in the dormitories?
4. Is the library well stocked for research? A quiet place to study?
5. Is it easy to get the classes that you want/need?
6. What do you like most about the school? Least?
7. Why did you choose this school? Would you choose it again?
8. What do the students do on the weekends?

THE APPLICATION PROCESS

The college application is a key factor in the admission process. It provides the opportunity for students to present themselves in a positive light. Accomplishments, distinctive characteristics, and skills, are unique qualities which allow the student to shine.

APPLICATION OPTIONS:

The Common Application – This is a single application accepted by around 600 colleges. The application is filled out once online and submitted to all schools with the same information going to each. Once the application is submitted to a college online, it cannot be changed for that college; the student must contact the college directly if they wish to correct an error or provide more information. Some colleges require supplemental information in addition to the application. This supplemental information is specific to the institution and it is the students' responsibility to find out what additional information is required. Students may fill out the Common Application at www.commonapp.org.

Institutional Applications- These applications can be obtained directly from the college or downloaded from the college's website. Students can also get applications from College Guidance Office.

TIPS FOR COMPLETING THE COLLEGE APPLICATION:

- Review the entire application before beginning. Obtain all necessary information from the school.
- Make a copy of the application to use as a draft.
- Provide information in a neat manner. Your application is a first impression, so convey a positive image by typing or neatly printing your application.
- Follow directions carefully. Review application for spelling and grammatical errors.
- Note all deadlines! You are responsible to meet all of your application deadlines. Review your applications with your counselor well before your deadline.
- Prioritize your activities and explain which ones are the most meaningful to you and why. Create a resume of your activities, honors, and work experience to submit along with your applications.
- Complete all personal statements, even if they are optional. This allows you let colleges get to know more about you. You are free to write about anything you think is important about you or that needs to be explained more thoroughly.
- Have several people from your counselor, teachers and parents read you essays.
- Make sure your application is your work and accurately and honestly reflects you.

ESSAYS:

One of the most challenging items on the application is the personal essay. Admission officers use the essay to assess your use of the English language, your writing skills, and your ability to follow directions. What you

write is a reflection of your attitudes, values, and interests. You should write about what is important to you. Do not write about what you think they want to hear.

When the essay is a response to a specific question, all students are writing on the same topic and the answers may be compared as to the quality of the response. These types of questions seek to learn about your depth of knowledge, your ability to think and problem solve, and your ability to write and organize a response. If the essay question is general, then breadth or clarification is more likely what is expected.

Most essays ask you to describe a significant experience and the reason it is important to you. That experience can be related to number of areas, such as:

- Extracurricular activities
- Books you have read
- Summer travel experience
- Influential people in your life
- Personal history
- Memorable experiences

What will make your essay distinctive is not the topic, but the way you describe the experience and the impact it had on you. Recount your experience in a way that allows the reader to share in it, as a result, have insight into your thoughts and personality.

RECOMMENDATIONS:

Look to see if recommendations are required, and if they are, how many. Most large public universities do not require teacher recommendations. Some large public universities simply require counselor recommendations.

If colleges require teacher recommendations, select a teacher who knows you well and who can address your leadership, intellectual, academic, and personal qualities. Take into consideration that colleges want recommendations from teachers who can comment on what they have seen from you in their classroom. Try to select a teacher who has had contact with you during your junior year, or who has worked with you over several years.

When asking for a recommendation, give your teachers and counselors at least TWO-FOUR WEEKS notice. This allows them ample time to write a thoughtful and thorough recommendation. Check with your teachers two weeks before the recommendations are due to remind them of your deadline politely.

RECOMMENDATION WAIVER AND CONFIDENTIALITY (FERPA):

Recommendation forms allow a student to waive or not waive his/her rights to review the completed recommendation. If students elect to waive their right, they will not be allowed to review the completed recommendation. If students do not waive their right, then at some point in the future students may review the completed recommendation. Most students waive their right because this communicates to the colleges that the students trust teachers and counselors, who have agreed to write for them, are writing in their best interest. Waiving one's right enables counselors and teachers to be candid, which is what admissions officers prefer. They depend on the evaluation as a private honest exchange between professionals. They trust that the information shared is an accurate portrait of the student's record, ability, personality, and prospects.

HIGH SCHOOL TRANSCRIPTS:

Application for admissions and for scholarships needs an official copy of the high school transcript and standardized test scores, such as ACT and SAT.

You must submit transcript requests through NAVIANCE

NAVIANCE

The college counseling office is using a web-based program called Naviance. Because it is web-based, students and parents are able to access this from home. You will be able to research colleges or universities, keep track of your college applications as well as transcript requests. Students should be aware if they do not request transcripts on Naviance, it will delay their application process.

There are two ways to access Naviance: directly through <http://connection.naviance.com/cmsa> or through the link on the main page of CMSA's website. After visiting the website, you will be able to put in your own personal password. Once you are on the website students will have the ability to edit their profile if needed, view their personal and academic information such as GPA's ACT, and SAT test scores. Students will also be able to do:

The college counseling office will be sending all Common Application Secondary School Reports and High School transcripts electronically. In order for this process to start, you must do the following:

- **Create a CommonApp.org user account and apply online via CommonApp.org.**
- **Log on to the Naviance website and sign the "PRIVACY NOTICE" for the Common Application also called "FERPA CONSENT". It will be the first screen when you visit "My Colleges". Please refer to the next section for detailed instruction.**

Once you have completed these 2 steps, we will have the capability to send the following documents to your Common Application schools.

- **Secondary School Report/Counselor portion**
- **Letter of Recommendation from your counselor/teachers**
- **Transcripts**
- **School Profile**
- **Fee Waiver**

Students will also be able to request their teachers write letter of recommendations via Naviance. Please remember you have to follow your teacher's guideline as to how they would like to process your recommendation.

All of this will help you keep all of your college applications organized and you will be able to view when your School Secondary Report, including letter of recommendation and transcript were sent.

Please make sure all your personal information is correct on your Naviance profile so that we are able to contact you via email. We are very excited about this feature of the Naviance Program and the capability to send information electronically to your schools. It will enhance our ability to send college related documents in a timely fashion as well as reduce the cost of postage.

IMPORTANT NAVIANCE HIGHLIGHTS

HOME PAGE is the site for regularly updated messages and news of importance. Check it frequently in your senior year.

ABOUT ME: Answer questions about yourself, your interests and your goals. This personal data will appear in later reports and matches as you compile information from your college searches.

- **MY COLLEGES** allows you to keep a list of colleges you are considering. You can add these colleges from an alphabetic list, or you can complete **Advanced College Search** to get a list of colleges that match your criteria. This page displays application deadlines, links to each college website, and creates email links to admissions offices.

ABOUT COLLEGES: Check out each menu option in this category. You will like these features:

- **COLLEGE SEARCH:** Complete the 8 page Advanced College Search to create your initial list of potential colleges that match your preferences. This list is saved in **My Colleges** for future edits and updates.
- **COLLEGE LOOKUP** is the quickest way to find a specific college
- **COLLEGE MATCH** allows you to view a list of colleges that match your academic profile (GPA and SAT/ACT scores).
- **COLLEGE COMPARE** allows you to —pick’ colleges and create a list to compare how former BUHS graduates have fared in the admissions process based on GPA and college admissions test scores. You can also see BUHS student acceptance rates.
- **SCATTERGRAMS/GRAPHS** provide data on admissions decisions. In chart form, the graph compares your GPA and admissions test scores (SATs or ACTs) to all previous CMSA applicants and shows those accepted, denied and waitlisted.
- **ACCEPTANCE HISTORY** allows you to see how many CMSA students were accepted by a particular college, as well as how many enrolled.
- **VISIT SCHEDULE:** In the fall of senior year you will be able to see the dates of **College Rep Visits** scheduled at CMSA.
- **SCHOLARSHIP LIST** provides information about scholarships available.

FROM YOUR SCHOOL contains information and forms specific to CMSA.

- **The Document Library** has documents and information about financial aid, monthly junior and senior calendars, PSAT, PLAN, SAT and ACT information, CMSA Scholarship List and applications, and other important forms needed to complete your college applications. Additional information and forms will be added.
- **Contact Us** allows you to send an email directly to your counselor.

Links to Other Websites will give you additional assistance and guidance. **ENJOY NAVIANCE!**

HOW DO YOU REGISTER?

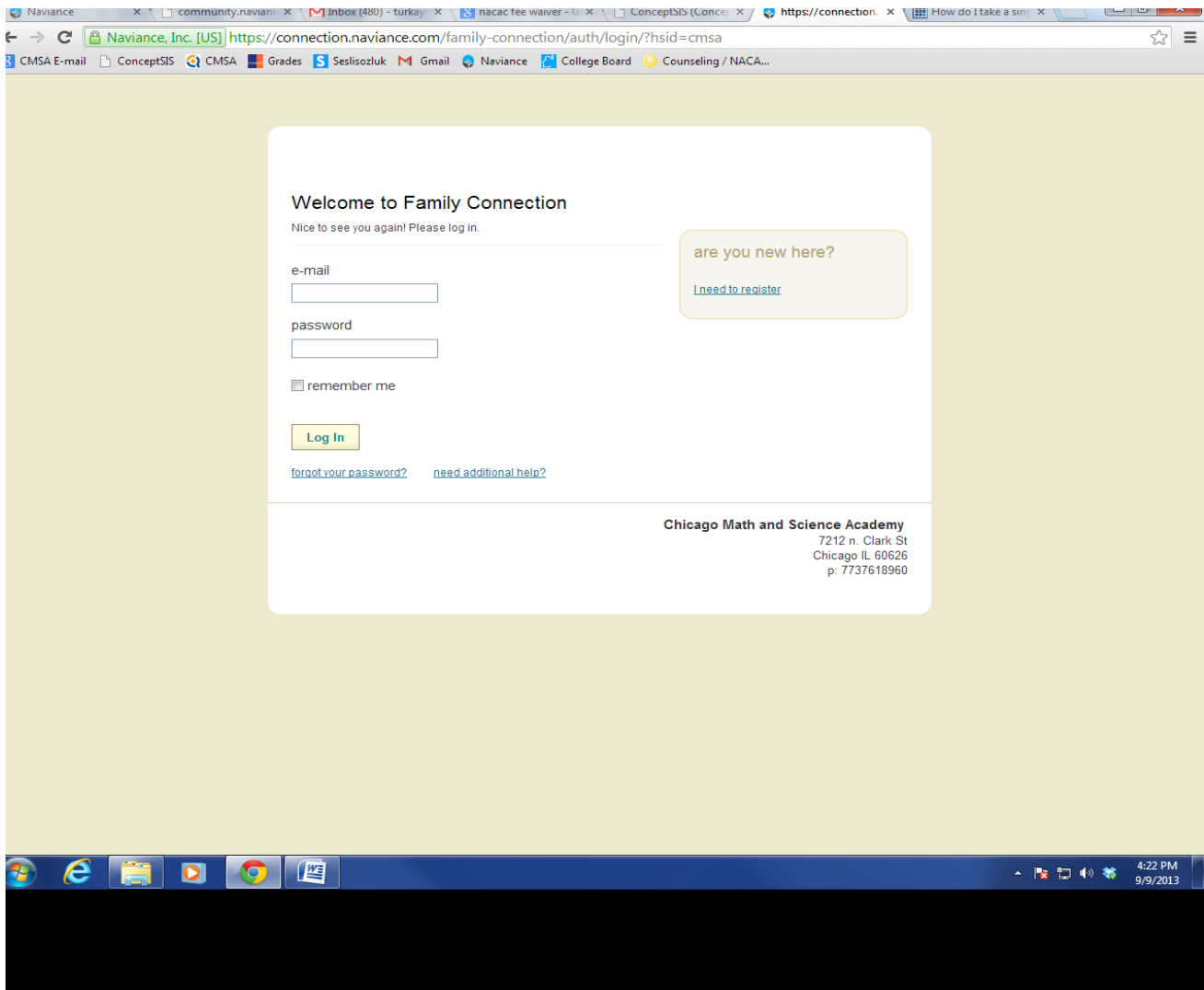
Each student receives a registration code. Use this code to create a personal account

- Codes are random and alphanumeric for security reasons
- Codes can be used only once
- Codes are case-sensitive

On your first visit, click on “I need to register” link and then follow the instructions.

REGISTRATION PAGE

This will be the first page you encounter after loading the link into your browser. It should look like the page below.



SUBMITTING YOUR COLLEGE OR SCHOLARSHIP TRANSCRIPT REQUESTS TO THE COUNSELING OFFICE

IN MOST CASES YOU DO NOT HAVE TO BE FINISHED WITH YOUR APPLICATION TO SUBMIT YOUR REQUEST TO THE COLLEGE GUIDANCE OFFICE:

You do not have to be finished with your part of the application to submit the request for transcript and/or Counselor recommendation to the College Guidance Office. There are three situations in which your application has to be complete when you submit your request to the College Guidance Office.

- If you are submitting a paper application.
- There are few colleges and some scholarships that insist that everything be in one envelope. If you are applying to such a college or for such a scholarship, you must have all of the required documents, including recommendations from the teachers.

ENTER YOUR REQUEST ON NAVIANCE

Naviance is an online system(<http://connection.naviance.com/cmsa>). It provides a number of services; including tracking the progress of your request through the Guidance Office. You will be given a registration code. You **will enter your requests on Naviance.**

To enter your transcript requests for a **College Application** on Naviance, login to Naviance and click the “colleges” tab. Then click on the “colleges I am applying to link. This is under the “My Colleges” heading. Click on the “request transcripts” link. Follow the instructions to add to your list of colleges, (if you are applying Early Decision or Early Action to the college, set the “ Type” field to the appropriate application type), then scroll down to the bottom of the screen and click on the “Request Transcripts” button.

To enter your transcript request for a Scholarship Application or a Special Program on Naviance, login to Naviance and click on the “colleges” tab and then click on the “transcripts” link. Click on “Request transcripts for scholarship or athletics”. (NOTE: use this link for a special program that requires its own copy of the transcript, even it is not a scholarship, for example, the Loyola University Honors Program or the UIC GPPA Program). Select a “reason”/ enter “Date due” and the name of the scholarship/program as the “Recipient.”

COMMON APP:

Many colleges (but not all) accept the Common Application. For a complete list of the colleges, visit www.commonapp.org.

It sometimes happens that a school will accept the Common Application, but also offer its own proprietary application process. We request that if a college accepts the Common you apply using the Common App, even if the college has its own proprietary application process.

If you apply to one of the Common App schools, you must submit your application online. To do this you will have to set up a username and password on common app.org.

Once you have set up a Common App username and password, you must link your Naviance account to your Common App account. To do this: login to Naviance, and click the “colleges” tab. Then click on the “colleges I am applying to” link. You will see a blue box that has a label “Important Privacy Notice for Common Application.” Click on the button labeled “Yes, I DO waive my right to access, and I understand I will never see this recommendation.” Click on the box labeled “I authorize all secondary schools I’ve attended to release all requested records and authorize review of my application for the admission process indicated on my Common Application recommendation forms.” Then enter your **Common App** username and password in the appropriate boxes. Click on the “submit” button.

Next, you will have to login to Common App, and add each of the common app colleges to your list of colleges on Common App.

Then, you will have to login to Common App, enter your name, address, birth date, school name and CEED Code (140-721), and list your current courses.

You also have to follow the instructions to add the transcript request to Naviance.

The college guidance office will send the transcript and the Secondary School Report to the college(s) electronically via the Common App website. Your colleges will not be able to download the transcript or the Secondary School Report until you submit your application on the Common App.

NOTE: if you are applying Early Decision to a Common App school, you must indicate Early Decision BOTH on your account on Commonapp.org and on Naviance. If you do this, the College Guidance Office will be instructed to send the Early Decision form electronically. If you do not then, the College guidance office will not be able to send the Early Decision form. This applies only to Early Decision, not Early Action.

THE PART OF YOUR COLLEGE OR SCHOLARSHIP APPLICATION YOU BRING TO THE COLLEGE GUIDANCE OFFICE:

Most college and scholarship applications have a few parts. There is a part for the student to complete, and this part may include one or more essays or a personal statement. For many applications there is a part for your Counselor to complete. This is usually called the Counselor's Recommendation form, the Secondary School report, or the High School report. Many applications also require recommendations from teachers.

For Common App applications, the transcript and Secondary School Report will be sent electronically via the Common App website. You do not have to bring a copy of the Secondary School Report to the College Guidance Office.

It is very common for Common App schools to require you to complete a supplement. This you can usually complete online, at commonapp.org. You do not have to bring this to the Guidance Office. It is not very common, but it does sometimes happen that a Common App school requires a supplemental form that your Counselor completes. If you are applying to a Common App school that has a supplemental form for your Counselor to complete, you must bring the supplemental Counselor's form.

The rest of this applies if you are not using the Common App application for a specific application.

IF the Counselor's Recommendation form can be separated from your portion of the application, you will bring this form to the Guidance Office. Be sure to enter your name and whatever other information the college or scholarship requires. Enter your current courses on the counselor's recommendation form if there is a section for your current courses. Sign the form, if required. If the Counselor's Recommendation form can be separated from your portion of the application, you do not have to be finished with your application when you bring the form.

If you are submitting a paper application and the Counselor's Recommendation can't be separated from your portion of the application, you will have to bring your completed application (including essay, personal statement or fee waiver).

TEACHER RECOMMENDATION LETTERS

For Common App applications, the teacher has the option of submitting the recommendations electronically or on paper. If your teacher elects to submit the recommendations electronically, please ask the teacher to contact the Guidance Office for a Naviance ID and password. After you speak to the teacher, login to Naviance, click on "colleges", then click on "colleges I'm applying to, scroll down a little to "Teacher Recommendations", and click on "add/cancel requests." Select the teacher's name from the list, and, in the Notes section, specify to

which colleges the teacher is to send recommendations. If our deadline is different from what appears on Naviance, make sure the teacher knows the right deadline. If you add colleges later, you will have to follow up with the teacher with the additional requests.

If your teacher elects to submit the recommendations for your Common App Schools on paper, you must provide your teacher with copies of the Common App Teacher Evaluation Form.

For applications other than Common App, unless the college or scholarship requires teacher recommendation letters to be in the same envelope as your application, ask the teachers to send the recommendations directly to the college or scholarship program.

APPLICATION FEE WAIVER LETTERS

If you are enrolled in or eligible to participate in the Federal Free or Reduced Price Lunch program, you can send an application fee waiver letter to the colleges to waive application fee.

IF THE COLLEGE REPORTS THAT THE TRANSCRIPT OR COUNSELOR'S PORTION HAS NOT BEEN RECEIVED:

If you get a notice from the college that they did not receive your transcript or counselor's recommendation, check online at Naviance (<http://connection.naviance.com/cmsa>) to determine when the item(s) was/were sent. If a week has passed since the item(s) was/were sent, then call the admission office at the college one time and confirm that they still do not have the item(s). Sometimes these things cross in the mail, and in our experience 95% are false alarms. Make a note of the person to whom you spoke. If they still do not have the item(s), let the Guidance know about it.

MIDYEAR REPORT AND SEVENTH SEMESTER TRANSCRIPT

Many colleges ask for another copy of your transcript to be sent after first semester grades of your senior year are available. Check on the college's website to determine if they want a MidYear transcript (also called Seventh Semester Transcript or Seventh Semester Grade Report).

STUDENTS' RIGHTS AND RESPONSIBILITIES IN THE COLLEGE ADMISSION PROCESS

The following statement was drawn up by the National Association for College Admission Counseling (NACAC) in 1997, and has been widely disseminated in school guidance offices:

❖ WHEN YOU APPLY TO COLLEGES AND UNIVERSITIES

YOU HAVE RIGHTS

Before You Apply

- You have the right to receive factual and comprehensive information from colleges and universities about their admission, financial costs, aid opportunities, practices and packaging policies, and housing policies. If you consider applying under an early admission, early action decision plan, you have a right to complete information from the college about its process and policies.

When You Are Offered Admission

- You have the right to wait to respond to an offer of admission and/or financial aid until May 1.
- Colleges that request commitments to offers of admission and/or financial assistance prior to May 1, must clearly offer you the opportunity to request (in writing) an extension until May 1. They must grant you this extension and your request may not jeopardize your status for admission and/or financial aid. (This right does not apply to candidates admitted under an early decision program.)

If You Are Placed on A Wait List or Alternate List

- The letter that notifies you of that placement should provide a history that describes the number of students on the waitlist, the number offered admission, and the availability of financial aid and housing.
- Colleges may require neither a deposit nor a written commitment as a condition of remaining on a wait list.
- Colleges are expected to notify you of the resolution of your waitlist status by August 1 at the latest.

❖ WHEN YOU APPLY TO COLLEGES AND UNIVERSITIES

YOU HAVE RESPONSIBILITIES

Before You Apply

- You have a responsibility to research and understand the policies and procedures of each college or university regarding application fees, financial aid, scholarships, and housing. You should also be sure

that you understand the policies of each college or university regarding deposits that you may be required to make before you enroll.

As You Apply

- You must complete all material that is required for application, and submit your application on or before the published deadlines. You should be the sole author of your applications.
- You should seek the assistance of your high school counselor early and throughout the application period. Follow the process recommended by your high school for filing college applications.
- It is your responsibility to arrange, if appropriate, for visits to and/or interviews at colleges of your choice.

After You Receive Your Admission Decisions

- You must notify each college or university that accepts you whether you are accepting or rejecting its offer. You should make these notifications as soon as you have made a final decision as to the college that you wish to attend, but no later than May 1.
- You may confirm your intention to enroll, and, if required, submit a deposit to only one college or university. The exception to this arises if you are put on a waitlist by a college or university and are later admitted to that institution. You may accept the offer and send a deposit. However, you must immediately notify a college or university at which you previously indicated your intention to enroll.
- If you are accepted under an early decision plan, you must promptly withdraw the applications submitted to other colleges and universities and make no additional applications. If you are an early decision candidate and are seeking financial aid, you need not withdraw other applications until you have received notification about financial aid.

INTERVIEWS

The college admissions interview is often required, usually recommended, and even not offered, depending upon the schools you are considering. Check the admissions requirements of your prospective schools for their policies on interviews. Interviews are conducted by many different college representatives, both on and off campus. Usually, an admissions officer will conduct the interview on campus, but you may also be interviewed by faculty, seniors at the college, or administrative staff members. Some colleges, especially those which require interviews, offer off-campus

interviews in your local area. These are usually conducted by alumni or admissions officers traveling in your area. They may be conducted in your home, at a hotel, or local restaurant. Where and when you are interviewed is not always up to you, but the outcome of the interview is--**be prepared and be remembered!**

GENERAL SUGGESTIONS

📖 PREPARE!

Prepare for the interview as you would for a campus visit--schedule in advance, arrive on time, dress appropriately, be prepared with some information about the school and yourself (know your grades, scores, interests, etc.), and have some questions.

📖 BE YOURSELF!

The interview allows the college to get to know you beyond what they have read in applications and recommendations. This is your chance to impress upon them that you are a good candidate and that you have something to offer to the college community. It is also your chance to learn more about the school and your opportunities, so be prepared to ask intelligent questions.

📖 HAVE A FIRM HANDSHAKE!

Make a strong first impression when you are greeted by your interviewer by offering a firm grip. Many students are unfamiliar with a proper handshake, so practice shaking hands. A limp, —dead fish handshake makes a big impression, but not a good impression. A firm handshake indicates confidence and maturity.

📖 USE GOOD BODY LANGUAGE AND MAKE EYE CONTACT!

You might be a little nervous, but try to sit without fidgeting. Sit upright to indicate your interest and attention, and make eye contact with your interviewer. Don't cross your eyes...

INTERNET RESOURCES: Essential Tools for the College Bound Student

Academe Today (The Chronicle of Higher Education) www.chronicle.com

All About College www.allaboutcollege.com

Campus Tours Online www.campustours.com

College Express www.collegeboard.org

College Net www.collegenet.com

College View www.collegeview.com

Collegiate Choice Walking Tours Videos www.collegiatechoice.com

Educational Testing Service www.ets.org

Educational Week on the Web www.edweek.org

4Anything Search Service www.4universities.com

Greenes' Guides Online www.greenesguides.com

Kaplan Education Centers www.kaplan.com

National Association for College Admission Counseling www.nacac.com

National Center for Educational Statistics

gopher://gopher.ed.gov:10000/11publications/majorpub/digest

National College Fairs www.nacac.com/fairs.html

Peterson's www.petersons.com

Princeton Review www.review.com

Super College www.supercollege.com

Universities (all) www.mit.edu:8001/people/cdemello

U.S. Department of Education's Online Educational Resources

www.ed.gov/EdRes/index.html

U.S. News and World Report's College and Careers Center

www.usnews.com/usnews/edu/home.htm

Online Applications and Research

Apply www.weapply.com

College Link www.collegelink.com

Embark www.embark.com

Peterson's www.applytocollege.com

Financial Aid and Scholarships

College Board Scholarship Service www.collegeboard.org

College Edge www.collegeedge.com

College Net Mach 25 www.collegenet.com/mach25

FAFSA Online www.fafsa.ed.gov

FAFSA (help and information) www.ed.gov/prog_info/SFA/FAFSA

Fast WEB www.fastweb.com

Federal Government www.fedmoney.org

Financial Aid Information (all) www.finaid.org

National Association of Financial Aid Administrators www.nasfaa.org

Peterson's College Quest www.collegequest.com

SallieMae Online Scholarship Service www.salliemae.com

Scholarship Resource Network www.srnexpress.com

The Student Guide: Financial Aid from the U.S. Department of Education

http://studentaid.ed.gov/students/publications/student_guide/2006-2007/index.html

2001 Colleges, Universities and Scholarships www.college-scholarships.com

Multicultural Resources

A Better Chance www.abetterchance.org

Association of Black Admission and Financial Aid Officers of the Ivy League and Sister Schools

<http://web.mit.edu/afs/athena.mit.edu/org/a/admissions/www/abafaoilss>

The Black Collegian www.black-collegian.com

The College Fund/UNCF www.uncf.org

Hispanic Association of Colleges and Universities

<http://www.laef.org/college/internet.html>

Hispanic Black Colleges and Universities

<http://ericweb.tc.columbia.edu/hbcu/index.html>

Minority Online Information www.fie.com/web/mol

NAACP www.naacp.org

For Athletes

National Association of College Directors of Athletics www.nacda.com

National Scouting Report www.nsr-inc.com

NCAA Online www.ncaa.org

SAIL www.studentathletelink.com

For the Learning-Disabled

Americans with Disabilities Act (ADA) www.usdoj.gov/crt/ada

Children and Adults with Attention Deficit Disorder www.chadd.org

Disabilities Studies and Services Center www.dssc.org

ERIC Clearinghouse on Disabilities and Gifted Education

www.cec.sped.org/ericec.htm

LD Online www.ldonline.org

Learning Disabilities Association www.ldanatl.org

National Attention Deficit Disorder Association www.add.org

National Center for Learning Disabilities www.nclld.org

2021-2022 SAT TEST DATES

Register online for the ACT at www.actstudent.org and for the SAT at www.collegeboard.org.

SAT — Three areas tested: (1) Mathematics (2) Critical Reading (3) Writing

SAT and SAT Subject Test Dates for 2019-20	
Test Date	Registration Deadline
October	September
November	October
December	November

CMSA GRADUATION REQUIREMENTS

To graduate from CMSA high school, students must earn at least 27 credits, pass all the core courses listed below, have 40 hours of community service, and complete a senior thesis

Math	English	Science	Social Studies	Other
<i>4 credits</i>	<i>4 credits</i>	<i>3 credits</i>	<i>3 credits</i>	<i>13 credits</i>
Algebra I	English I	Biology	World History	Computer Technology (1)
Geometry	English II	Chemistry	US History	Fine Arts (1)
Algebra II	English III	Physics	Government(0.5)	PE/Health (1)
Pre-Calculus	English IV		Economics (0.5)	Foreign Language (2)
				Other Electives (8)

COMMUNITY SERVICE HOURS GUIDELINES

The community service requirement aims to equip students with the necessary skills and abilities for career and educational advancement as well as motivate students to take an active role as leaders in their communities.

- Community service requires Community Service Hours form to be completed and approved. Form can be found at the Counselor Office.
- College Counselors and Dean of Students are in charge of community service.
- Community service projects may be completed at school or in the community.
- Students cannot receive community service credit for projects and/or activities completed as part of class.
- Students may not receive payment for services.
- A fundraising activity is not considered community service unless the money is being collected for an approved non-profit charity. Funds raised for a field trip or any club, sport, or class purpose does not constitute community service.

- Service MAY NOT be performed for family members or for profit-making organizations.
- Services performed due to disciplinary actions taken by the school or by the courts are not considered community service and do not meet this graduation requirement. Student participation must be voluntary to constitute service.
- Service must be something that a student does to help others or the community. It is not something that a student does for him/herself.
- Chicago Math and Science Academy requests the substantial number of forty hour community service for a diploma.
- All community service hour documentation MUST be submitted by the school's graduation date. Any community service hours submitted after the graduation date even if earned prior to graduation will not be accepted. No Exceptions.

DUAL ENROLLMENT PROGRAM

The Dual Enrollment program allows motivated high school junior and senior students the opportunity to earn college credits, while attending high school. The credits you earn are transferable to many four-year colleges or universities. The cost of tuition, materials, and laboratory fees can be covered for participating students taking any of the following courses: Art, Biology, Business, Chemistry, Computer Science, Criminal Justice, English, Foreign Languages, Humanities, Mathematics, Psychology, Social Sciences, and Speech. Speak with your college counselor for more details.

How Do You Qualify?

- Be a junior or senior in high school
- Have a minimum GPA of 2.5 and a 90% high school attendance rate
- Take SAT and COMPASS Placement Exam
- Submit a signed parental permission form.

GRADING SYSTEM

Assignment Name	Explanation	Point	Due Date
Participation/Behavior	Class Participation. Behaviors and participation during a representative visit and college trips.	15 pts	...TBA
Interview	Must show up to interview	8 pts	...TBA
FAFSA	Free Application for Federal Student Aid	20 pts	October 31st , 2022
College Comparison Worksheet	Search for 3 colleges and find out their admission requirements	5 pts	TBA (Oct 15th)
Apply to a total of 8 colleges.	Common App counts for 1 app-If a common app college has a supplement part then each college counts for 1 app.)	40 pts	First 5 applications are due on (Dec 1st) The other 3 applications are due on December 15th.
Scholarship Websites Registration	Registering to the following websites: www.fastweb.com www.collegegreenlight.com www.scholarships.com	12 pts	TBA
	TOTAL:	100 pts.	

COLLEGE COMPARISON WORKSHEET

COLLEGE NAME	1)	2)	3)
Location —distance from home			
Size —enrollment —physical size of campus			
Environment —type of school (2- or 4-year) —school setting (urban, rural) —location & size of nearest city —co-ed, male, female —religious affiliation			
Admission Requirements —deadline —tests required —average test scores, GPA, rank —notification			
Academics —your major offered —special requirements —accreditation —student-faculty ratio —typical class size			
College Expenses —tuition, room and board —estimated total budget —application fee, deposits			
Financial Aid —deadline —required forms —percentage receiving aid —scholarships			
Housing —residence hall requirement —food plan			
Facilities —academic —recreational —other			
Activities —clubs, organizations —Greek life —athletics, intramurals —other			
Campus Visits —when —special opportunities			

