

CATHEDRAL HIGH SCHOOL

BASICS OF THE COLLEGE APPLICATION PROCESS

By working together throughout the college planning process, we hope to provide each student the assistance needed to attain his or her college goals.

AREAS OF RESPONSIBILITY

STUDENT RESPONSIBILITIES

1. Begin process of selection early (Junior Year or Fall of Senior Year—August & September)
2. Be aware of grades, strengths and weaknesses
3. Read monthly *Insight* articles, pay attention to daily announcements, use College Advising Center for catalogs, brochures, SAT/ACT testing information, etc.
4. Acquire college applications from College Advising Center or by contacting colleges/universities
5. Register for the SAT and/or ACT on time (Deadlines are listed in *Insight* articles and the Cathedral College Advising website.
6. Search and apply for scholarships (all year)
7. Attend College Advising Workshops and College Representative meetings.
8. Make individual college advising appointments during resource, study hall, before and/or after school
9. Arrange and attend college visits. **TWO EXCUSED COLLEGE VISITS CAN BE TAKEN THROUGHOUT THE YEAR.**
10. Follow directions, submit applications (three to six recommended) **on time** according to the guidelines provided on reverse side
11. Utilize the MyFootpath software found on the college advising website to track your applications.

PARENT RESPONSIBILITIES

1. Discuss future plans, including the financial picture and any restrictions, with your son/daughter early in the selection process
2. Be aware of deadlines (admission, scholarship and financial aid applications, etc.)
3. Sign a Transcript Release Form so that College Advising Center can include a transcript with any application(s)
4. Complete your portion of the admission application (signature, checks, verification of residency, etc.)
5. Fill out financial aid forms, if you plan to file, in January and **no later than March 10 to qualify for Indiana grants**
6. Call the College Advising Center if you have questions. Make an appointment if necessary. Each college advisor will be available one evening per week to meet with students and families.
7. Read monthly *Insight* articles from the College Advising Center and become familiar with the CHS website
8. Attend college advising and financial aid meetings offered at Cathedral
9. Check with your student periodically to provide support with the college selection process

COLLEGE ADVISOR RESPONSIBILITIES

1. Discuss college selection with students and parents
2. Advise students and/or parents on course selection and appropriate college matches
3. Provide information regarding college admission and scholarships
4. Communicate regularly with students (via daily announcements) and parents (via *Insight* articles, CHS website) concerning college selection and scholarship opportunities
5. Provide opportunities to learn about various colleges by informing students of college representatives visiting Cathedral, college fairs, college campus visit programs, open houses, etc.
6. Make available certain applications and forms: college applications, SAT and ACT registration forms, Financial Aid Forms, special scholarship applications
7. Prepare transcripts and recommendations (if applicable) to be sent to colleges with application for admission
8. Send mid-year and final grades to colleges

COLLEGE APPLICATION GUIDELINES

APPLICATIONS NOT REQUIRING A COUNSELOR RECOMMENDATION FOR EXAMPLE: BALL STATE, INDIANA, INDIANA STATE, PURDUE

AT LEAST ONE WEEK BEFORE THE APPLICATION IS TO BE SENT, SUBMIT THE FOLLOWING TO YOUR COLLEGE ADVISOR:

- a neat, complete, signed, legible application
- personal statement or essay, if required
- an envelope for scholarship applications only; Cathedral will provide postage
- a check in the amount of the application fee (please do not submit cash)

Within 5-7 days, the application will be forwarded to the college/university *if all of the above is received on time.*

APPLICATIONS REQUIRING A COUNSELOR RECOMMENDATION FOR EXAMPLE: DAYTON, DEPAUW, VANDERBILT, WABASH

STEP #1

AT LEAST THREE WEEKS BEFORE THE APPLICATION IS TO BE SENT, ASK TWO TEACHERS (AT LEAST ONE FROM A CORE SUBJECT AREA SUCH AS ENGLISH, MATH, SCIENCE, SOCIAL STUDIES OR FOREIGN LANGUAGE) TO COMPLETE AND RETURN ONE TEACHER ASSESSMENT FORM (*YELLOW FORM*) EACH TO YOUR COLLEGE ADVISOR **WITHIN ONE WEEK.** (THESE FORMS ONLY NEED TO BE SUBMITTED ONCE PER STUDENT.)

***It is the student's responsibility to remind a teacher to complete and return the Teacher Assessment Form.**

STEP #2

IN ADDITION, YOU MUST HAVE A SELF-ASSESSMENT FORM (*PURPLE FORM*) ON FILE WITH YOUR COLLEGE ADVISOR **WITHIN ONE WEEK.** (THIS FORM ONLY NEEDS TO BE SUBMITTED ONCE PER STUDENT.)

STEP #3

AT LEAST THREE WEEKS BEFORE THE APPLICATION IS TO BE SENT, SUBMIT THE FOLLOWING TO YOUR COLLEGE ADVISOR:

- a neat, complete, signed, legible application
- personal statement and/or essay, if required
- an envelope for scholarship applications only; Cathedral will provide postage
- a check in the amount of the application fee (do not submit cash)

Within three weeks, the application will be forwarded to the college/university *if all of the above is received on time.*

APPLICATIONS REQUIRING BOTH A COUNSELOR RECOMMENDATION AND TEACHER LETTER(S) OF RECOMMENDATION FOR EXAMPLE: DUKE, GEORGETOWN, HARVARD, NOTRE DAME

IN ADDITION TO STEPS 1-3 ABOVE, DO THE FOLLOWING:

AT LEAST THREE WEEKS BEFORE THE APPLICATION IS TO BE SENT, ASK THE DESIRED TEACHER(S)—PREFERABLY FROM A CORE SUBJECT AREA SUCH AS ENGLISH, MATH, SCIENCE, SOCIAL STUDIES, FOREIGN LANGUAGE—TO WRITE A LETTER OF RECOMMENDATION AND FORWARD IT TO YOUR COLLEGE ADVISOR **WITHIN ONE WEEK.**

***It is the student's responsibility to remind a teacher when the letter of recommendation is needed.**

Within three weeks, the application will be forwarded to the college/university *if all of the above is received on time.*