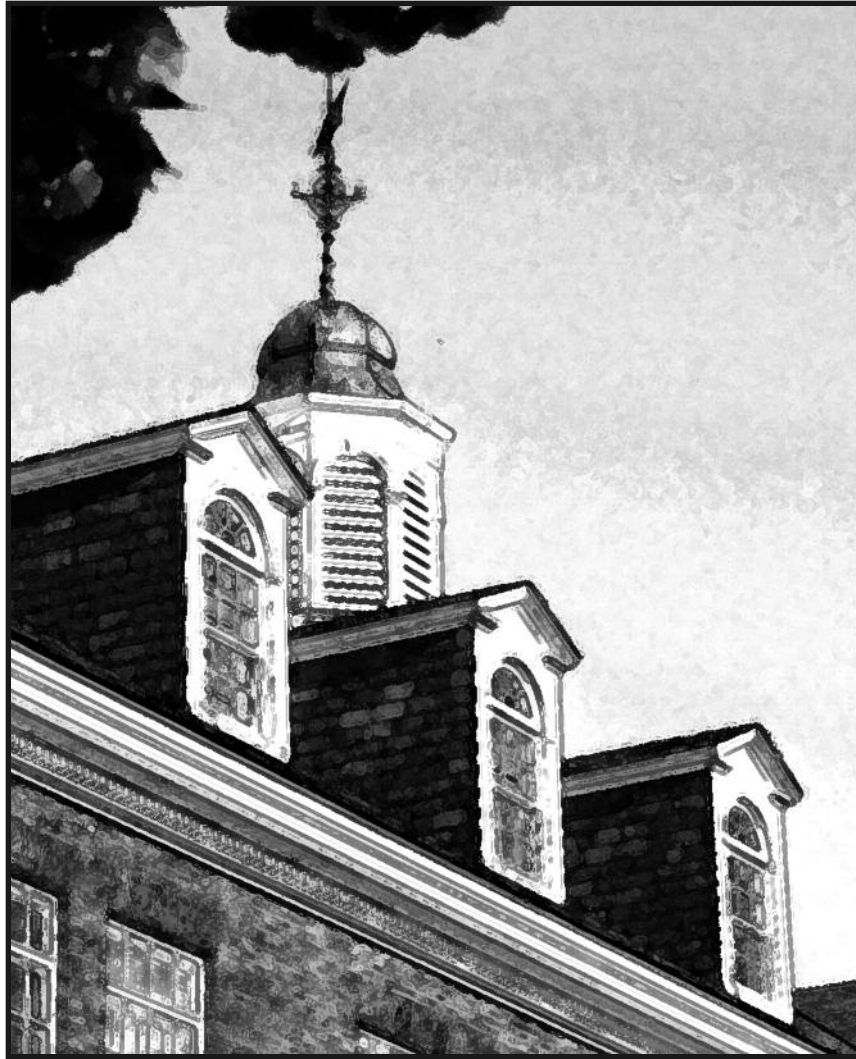


B-CC COUNSELING
GUIDEBOOK TO COLLEGE & CAREER



A COMPANION TO **THE PASSPORT TO SUCCESS**
CREATED BY CHERYL FELDSOTT

While your priorities will be different from those of your friends and classmates, there are many factors that you need to consider as you begin to consider your post-high school pathway. Included among your options are the following: a four-year college, a community college, a technical school, a gap year, a military academy or military enlistment. Below are internet-based tools to help you as you begin the process of identifying your interests and exploring your opportunities.

Family Connection is an internet-based college (and career) search program. The program offers a variety of features to assist you in developing a college strategy. It allows you to do a variety of tasks, including college searches, college lookup, virtual college visits and college stats. Additionally, by using the scattergram, you are able to see the admissions history of B-CC students at individual schools. To access, go to <http://connection.naviance.com/bcc>. Students will need an internet email account and will be given a temporary registration code, which they may change. Students may share the user name and password with their parents.

Gaining insight into who you are is the first step in career exploration. In addition to Naviance (referenced above), the web-based program **Choices Explorer** will help you begin the process. The **Choices Planner** is an internet-based career-finder program which helps you narrow a list of hundreds of careers to only the ones matching specific characteristics. Please visit the B-CC College and Career Center to access these programs. See “Resources” for site access instructions.

Four-Year Colleges

Finding the “right college” is all about fit. There are many factors that students need to consider during the college search process including admission requirements, campus life, size, location, types of programs, access to professors, cost, facilities, extracurricular opportunities, graduation rate, retention rate and security.

Community Colleges

The Associate Degree, a two-year degree in the arts or sciences, is an option. Community colleges offer a wide variety of programs that train students in specialized fields. For students who want the four-year degree, community colleges work with four-year colleges to ensure a smooth transfer process.

Career and Technical Colleges

Technical colleges stress hands-on educational experiences and generally place students directly in their field of interest such as practical nursing, computers, auto mechanics, plumbing, heating and air conditioning, the culinary arts and more. Although technical colleges vary with respect to cost and programs, they do share the same goal: training students for specific careers and helping with job placement.

Gap Year

A myriad of options are available for taking a year off between high school and college, including travel, internships, volunteer work, or a job. The key to a successful gap year is having a goal and planning. It is important and easier to go through the college search and application process while still in high school, and, once admitted, to contact the college you have selected and ask that your admission be deferred.

Military Academies

Military academies require that applicants be American citizens and at least 17 years old. Each academy has specific entry requirements; detailed information with respect to entry criteria, as well as application forms, is available by writing to the academy of your choice. Appointments to the Air Force Academy, Naval Academy and the U.S. Military Academy are by Congressional nomination and are competitive. Coast Guard Academy appointments are strictly competitive.

Military Enlistment

The U.S. military has seven major branches: Army, Navy, Air Force, Marine Corps, Coast Guard and their Reserve (part-time duty), the Air National Guard, and the Army National Guard. Today’s military offers many high-tech occupations among other job opportunities that prepare young men and women for a career in the military or following military enlistment.

Colleges for Artists

Visual and performing art students may consider conservatories and stand-alone art schools, which offer a BM (Bachelor of Music) or BFA (Bachelor of Fine Arts). In addition to completing a typical college application, students in the visual or performing arts prepare a portfolio or are required to audition.

Colleges for Athletes

The National College Athletic Association (NCAA) has developed a process for all participating colleges and universities that ensures that all prospective athletes are academically eligible to participate.

There is no such thing as a four-year athletic scholarship; all NCAA athletic scholarships must be renewed. Scholarships are typically split and distributed to a handful of athletes. The NCAA also restricts by sport the number of scholarships a college is allowed to distribute.

Students who wish to participate in collegiate athletics at the Division I or II level must apply for certification with the National Collegiate Athletic Association (NCAA) Eligibility Center after their junior year in high school. Bethesda-Chevy Chase High School counselors can assist students in completing the paperwork necessary in this process.

NCAA Division III (D3) is where the student-athlete studies and competes. D3 institutions are largely regarded as leading academic institutions and do not offer athletic scholarships, although students may receive aid on the basis of academic merit or financial need.

Colleges for Students with Special Needs

Generally, there are two levels of support to help students with learning disabilities be successful: Structured Programs and Self-Directed Programs. Structured Programs are more likely to have separate admissions processes, charge fees for

their services, and have specific limits on their enrollment. These programs provide students with a structured environment, in which they are involved in developing plans to meet their particular needs. In the Self-Directed Programs category, colleges have special programs but usually do not require a separate application process; rather, the student must first be accepted by meeting the minimal admission requirements of the school and then submit documentation of the disabilities. The level of support is dependent upon the initiative of the student. A difference exists between high school and college for students with special needs.

From a legal perspective, in college, Section 504 and the American Disabilities Act require access to programs and services but do not mandate a free and appropriate education. From a documentation perspective, in college, decisions about qualification are made by college representatives who decide on accommodations for students. Individualized Education Plans (IEP) from prior years are no longer in force.

From a curriculum and services perspective, the college has the right to approve or deny services requested by the student which are not reasonable or which constitute an undue burden. Additionally, colleges are not required to modify or waive course or program requirements.

From the advocacy perspective, in college students are responsible for making all disclosures and contacts, not the parent or guardians.

A student may choose to disclose his/her disability on a college application, but he/she is not required to do so.

Please Note: Detailed information and links to additional resources on all of the areas covered above can be found in The Passport to Success binder, available in the Bethesda-Chevy Chase College and Career Center.

B-CC CollegeTracks Workshop

Tuesday afternoons
2:15 – 4:00 pm
B-CC College and Career Center

Coffield Center CollegeTracks

Wednesday evenings
7:00 – 8:30 pm
2450 Lyttonsville Road, Silver Spring, Maryland

B-CC College Admissions Night

April (date to be announced)
7:00 – 9:00 pm
B-CC Auditorium

CHOICE EXPLORER

(internet-based career exploration program)
www.bridges.com
Site ID: 0025983
Password: chev (lower case letters only)
Click on blue arrow
Click on Create a new portfolio.
Click on Create your portfolio.
On next screen, click on red arrow in the blue box entitled Choices Explorer.
On next screen, in the left blue box entitled Work, click on the Start with a quick quiz link.

CHOICE PLANNER

(internet-based career finder program)
www.bridges.com
Site ID: 0025983
Password: chev (lower case letters only)
Click on Create a new portfolio.
Click on Create your portfolio.
On next screen, click on red arrow in the blue box entitled Choices Planner.
On next screen, in the left blue box entitled Work, click on Career Finder link.

Cooperative Colleges and Universities

www.co-op.edu.

FAMILY CONNECTION

(internet-based college and career search program)
<http://connection.naviance.com/bcc>
Type registration code in New User? text box (student receives registration code).
Click Register.
Follow on-screen instructions.

Information on the Military

www.myfuture.com/beyond/jointhemilitary_all.html

Maryland Higher Education Commission

Career and Workforce Education
www.mhec.state.md.us./utilities/PCS_Search/pcs_re_sults.asp?T=A&ID=ALL

Montgomery College

General Information
Phone: 240-567-5000
www.montgomerycollege.edu

Montgomery College

Gudelsky Institute for Technical Education
51 Mannakee Street
Rockville, MD 20850
Phone: 240-567-7905
www.montgomerycollege.edu/giterv//abouthome

MCPS College Fair

April (date and times to be announced) a
Montgomery County Fairgrounds

NCAA Eligibility Center

PO Box 7136
Indianapolis, IN 46207
Phone (toll free): 877-262-1492
www.ncaaclearinghouse.net

TIMELINE – JUNIOR YEAR

SEPTEMBER	Register for PSAT Attend college rep. visits in College and Career Center (CCC) throughout the fall.
OCTOBER	Take the PSAT
NOVEMBER	Attend Prep for Test program at B-CC.
DECEMBER	Receive results for the PSAT. Attend Alumni Panel program. Visit local colleges to get the feel for different college environments.
JANUARY FEBRUARY	Get Social Security Number. Register for ACT (February, April, June test dates) and/or SAT (March, May, June test dates). Do a computer college search to identify colleges that are a good match (help is available in CCC). Formulate a preliminary list of colleges. Do virtual tours or write/email colleges for view books and catalogs.
MARCH	Register for SAT and/or SAT Subject Tests (May, June test dates) and/or ACT (April, June test dates). Begin to evaluate college information. Make plans for spring break college visits (check times of campus tours and information sessions on college websites or visit CCC to access information). Arrange a campus interview, if available. Register for AP tests.
APRIL	Evaluate materials from your spring break college visits and eliminate some schools from your original list. Attend Montgomery County College Fair at Montgomery Fairgrounds. Attend College Admissions Night program at B-CC. If have not done so already, register for SAT and/or SAT Subject Tests (June) and/or ACT (June test date).
MAY	Take AP and/or IB tests. Check email or lists posted around school for date and time of Graduation Agreement meeting with counselor. Complete Self-Assessment on Family Connection and prepare resume of achievements/awards. Email these documents to counselor. Schedule a college meeting with counselor.
JUNE JULY AUGUST	Visit college campuses. Continue to narrow the college list. Outline personal statement/essay required by many colleges.

TIMELINE – SENIOR YEAR

SEPTEMBER	<p>Start a calendar; be attentive to important dates and deadlines.</p> <p>Register for October SAT or ACT and/or November SAT or SAT Subject tests.</p> <p>Attend college representative visits in College and Career Center (CCC) throughout the fall.</p> <p>Turn in “Release of Information” form to school registrar.</p> <p>Visit college websites to request, download, or complete application forms on-line.</p> <p>Make final college visits, attend classes, and set up interviews, if available.</p> <p>Explore scholarship opportunities in the CCC.</p>
OCTOBER	<p>For early decision submit transcript request form, B-CC Secondary School Report form (student section completed), and 9x12" envelopes stamped (3 first class stamps) and addressed to school registrar 4 weeks prior to due date.</p> <p>Attend test prep class (optional) or use MCPS Triumph tutorial program.</p> <p>Registrar for Nov. or Dec. SAT, SAT Subject Tests or ACT.</p> <p>Attend Financial Aid Night program at B-CC.</p>
NOVEMBER	<p>Attend Prep for Test program at B-CC.</p> <p>For regular decision submit transcript request form, B-CC Secondary School Report form (student section completed), and 9x12" envelopes (stamped and addressed) to registrar 4 weeks prior to due date.</p>
DECEMBER	<p>Submit transcript request form by December 1 for January 1 deadlines.</p> <p>Receive early decision notification and inform school registrar of school's decision.</p>
JANUARY FEBRUARY	<p>Continue submitting college applications with later due dates</p> <p>For mid-year report, give school registrar business size envelopes (1 stamp, addressed) for each college to which sent application.</p> <p>Submit a FAFSA for financial aid after January 1st.</p> <p>Double check that each school has received all necessary materials.</p>
MARCH	<p>Visit colleges when in session at which accepted; stay overnight and attend a few classes.</p> <p>Complete College Visit Comparison/Evaluation Sheet to help in making a decision.</p>
APRIL	<p>Check mail for regular decision notification.</p> <p>If accepted, check deadlines, housing options, meal plans, etc.</p> <p>Finalize decision.</p>
MAY	<p>Mail decision to colleges</p> <p>Withdraw application from colleges at which accepted but which did not choose.</p> <p>Notify B-CC school registrar of your decision and provide one business size envelope (stamped and addressed) for final transcript sent to college chose to attend.</p>
JUNE JULY AUGUST	<p>Final grades are sent to colleges in July-admission is provisional pending these.</p> <p>Turn your attention to creating list of items to take to college!!</p>

TERMS TO KNOW

ACT – A college admissions test covering four standard sections of English, Math, Reading and Science, plus an optional Writing section. All colleges in the United States now accept this test's results for college admission purposes. To register go to www.actstudent.org. Please see below for B-CC School Code.

Accuplacer – A computerized placement tool used by community colleges and designed to provide placement and advising information for students entering college.

Advanced Standing – Accorded to students who score highly on AP/IB exams or who have taken college-level classes. A student may gain credit for up to a year of collegiate study, or certain introductory courses may be waived.

Award Letter – The total amount of financial aid awarded to an accepted student. Sources include merit scholarships, Pell Grants, Stafford Loans, and Work-Study.

School/CEEB Code – The high school code used by students for all of their testing and college applications. B-CC's School Code is 210250.

College Board – An organization that designs, administers and scores the AP, PSAT, SAT and SAT Subject Tests. To register for tests go to www.CollegeBoard.com. B-CC's School Code is 210250.

Common Application – A college application that is accepted by more than 300 colleges and universities. A number of these schools require that a "supplement" be filled out that asks school-specific questions. The common application is available online at www.commonapp.org

Cooperative Education – A combination of classroom study and work experience directly related to the classroom study offered by some universities in special programs.

CSS/PROFILE – A financial aid application required by mostly private colleges that is used to determine how much of a school's financial resources will be offered to individual students. This is not a substitute for the FAFSA. It may be required earlier than the FAFSA by some schools.

Deferral – A term used by colleges to handle Early Decision candidates who are neither accepted nor rejected but will be considered for admission during the regular admission cycle.

Deferred Admission – A policy by which a college allows an admitted student to defer enrollment for one year to pursue other interests.

Early Action – A plan in which a student submits his college application early in the fall semester of his senior year to get a decision earlier. Early Action is not binding.

Early Decision – A binding admission plan under which a senior submits one college application, typically no later than November 15th, and receives a decision by the end of December or beginning of January. A student may apply to only one ED school.

EFC (Estimated Family Contribution) – Amount of college costs a family is expected to pay after a needs analysis has been done.

FAFSA (Free Application for Federal Student Aid) –

A form submitted by a student to the Federal Government to determine EFC. Colleges use this information to put together financial aid packages for admitted students. The FAFSA is available on January 1st.

Financial Aid Package – Money derived from grants, scholarships and loans to help pay the cost of attending college.

Financial Need – The difference between the cost of education and the amount that a student and his/her family can reasonably be expected to pay.

Merit awards, merit-based scholarships – Awards that are based on excellence in academics, leadership, volunteerism, athletic ability and other areas determined by the granting organization. They are not based on financial need.

Mid-Year Admission – An option some colleges are now offering to some students allowing them to begin their studies in the spring/second semester. The University of Maryland, College Park, has this admissions option.

Mid-Year Report – A report of a senior's fall semester grades required by many colleges.

Need Blind – Admissions decision made without knowledge of a student's financial need.

Open Admissions – A policy adopted by a number of institutions that allows almost all applicants to enroll. Montgomery College has a version of this policy.

Rolling Admissions – A student's application is evaluated by the college as soon as it is received and decision delivered soon after.

SAT – A college admissions test administered by the College Board that is comprised of three parts: Critical Reading, Math and Writing.

SAT Subject Tests – One-hour exams offered in a variety of subjects that are typically required by some colleges.

Secondary School Report – A form required by most colleges, filled out by a student's counselor, that includes information on the student's academic performance and the high school.

TOEFL (Test of English as a Foreign Language) – Test taken by student for whom English is not their native language. Colleges require this test to be certain that applicants demonstrate a basic ability to communicate in English both in verbal and written form.

Transcript – A student's academic record showing all courses taken and grades earned, including cumulative unweighted and weighted grade point averages.

Wait List – List of acceptable candidates who are not initially admitted to a college. Colleges make a final decision on a wait-listed applicant after they see how many accepted students decide to enroll.

Work-Study – A form of financial assistance in which a student works, typically on campus, to help pay for the cost of attendance.

A campus visit to the schools that interest you is highly recommended. Not only does it help to determine if a school is a good match, it also communicates interest. If distance is a factor in preventing a college visit, a student may find it helpful to contact a school's regional admissions representative to explain why making a trip to the college is difficult.

Every fall, the B-CC College and Career Center invites admissions representatives from a wide variety of campuses throughout the United States to present information and to meet with students. These sessions give students an opportunity to learn about a school, to demonstrate interest, and to make a connection with the admissions representative, the very one who may be making the decision to admit.

HELPFUL TIPS

- Visit when the college is in session. Spring break of junior year is typically a good time.
- Attend the Office of Admissions presentation.
- If available, attend the financial session.
- Take a walking tour of the campus.
- Sit in on a class.
- Eat lunch at the student union.
- Speak with some students on campus.
- Visit academic departments that interest you.
- Visit facilities of extracurricular activities that interest you.
- Evaluate the school as you leave the campus.
- Complete the College Visit Comparison Sheet.
- Send thank-you notes to individuals who spent time with you.

COLLEGE EVALUATION SHEET

COLLEGE NAME	DATE & DAY VISITED	WEATHER

My first impression was ...

The students looked ...

My tour guide was ...

The dorms were ...

The campus was ...

The town was ...

The Greek influence was ...

The athletics were ...

The food was ...

My favorite academics were ...

All the hype I heard was ...

The atmosphere was ...

Notes

COLLEGE VISIT COMPARISON SHEET

College Name					
Location					
Admission requirements					
Academic programs of interest					
Extracurricular activities					
Facilities					
Total cost					
Student atmosphere					
High point of visit					
Low point of visit					
Overall impressions					

1. Determine college costs.

2. Investigate all possible sources of funding.

- Financial Aid from federal government, state government, school will be attending, private sources.
- Grants: federal, state
- Loans: federally subsidized, banks or other lenders.
- Parents
- Savings
- Summer earnings
- Work-Study

3. Gather tax documents as soon as possible after January 1.

4. Secure necessary financial forms and meet deadlines.

- FAFSA (Free Application for Federal Student Aid) – We recommend filing online between January 1st and February 15th. First, get a PIN number at www.pin.ed.gov and then file the FAFSA online at www.fafsa.ed.gov
- CSS/Profile – required by mostly private colleges and scholarship programs. Recommend filing in the fall (available online at www.CollegeBoard.com). Update when FAFSA is complete.
- Individual College Financial Aid Application (if required).

5. Refer to *Passport to Success binder*. Found in the B-CC College and Career Center, it includes information about eligibility requirements for Federal Student Aid, types of Federal Student Aid, and the steps for applying for Federal Student Aid.

Financial Aid Websites

Application Sites:

<http://www.fafsa.ed.gov/>
<http://profileonline.collegeboard.com/index.jsp>

A few information sites:

www.fastweb.com
www.finaid.org
<http://www.studentaid.com/>
<http://www.students.gov>

Required Forms

- Authorization for Release of B-CC Records (yellow)
- Secondary School Report (white)
- Common Application Secondary School Report, if applicable

Forms are available in the Counseling Department, Room A201 and on the B-CC Website at www.mcps.k12.md.us/schools/bcchs. Forms should be submitted to school registrar.

College Meetings

Students are expected to complete a student reflection sheet prior to scheduling a college meeting. Directions for accessing and completing the form follow:

1. Log onto Family Connection at <https://connection.naviance.com/fc/signin.php?hsid=bcc>
2. Click on the “about me” tab.
3. On the left of the page, click on the “bcc student reflection sheet.”
4. Complete the questionnaire and save. If you step away from the computer, save the document so you do not lose the information if you get logged out.

College meetings may be scheduled with your counselor for late spring, summer or early fall. Parents are welcome to join.

B-CC Procedure

Beginning in September of your senior year, submit to the B-CC registrar a Request for B-CC Transcript (blue form) along with the following for each school to which you are applying:

- 9 x 12" envelope addressed to the college admissions office with your name in the upper left-hand corner of the envelope and three first class stamps, or equivalent postage, affixed to the envelope.
- A check attached to the first packet, payable to B-CC HS for the full amount of all requests being handed in together. Please note that the first three transcripts are free; additional transcripts are \$5.00 each.
- Stamped and addressed business-size envelopes with your name in the upper left-hand corner for each school that you wish to receive a mid-year report (at the end of the school year, you will need to provide one stamped and addressed business-size envelope for the school that you have chosen to attend and wish to receive your final transcript.

The registrar will walk you through the process of signing in each packet on the clipboard.

Please note that B-CC requires ONE MONTH to process requests.

Remember . . .

- Make use of the “Triumph” program to help you prepare for the PSAT, SAT or ACT.

To access, log onto Triumph by clicking on the “Final Prep for the SAT & ACT” box on B-CC website, then selecting “Bethesda-Chevy Chase HS.”

Username: 6-Digit Student ID Number

Password: 6-Digit Student ID Number

Select to prepare for the ACT, PSAT or SAT. Each prep area has a number of helpful resources including:

- a. Vocabulary reviews (PSAT and SAT)
- b. Test-Taking Strategies
- c. Full Length Online Testing (Step 3, see below for directions)
- d. Math Lessons (Step 4)
- e. Reading Lessons (Step 4)
- f. Writing Lessons (Step 4)
- g. Vocabulary Lessons (Step 4)

For online testing, click on “Step 3: Score and Analyze,” then select box 6, “StudyGuide Practice Test for _____.” Under “Section,” select the one you want to complete. Click “Score this Section” when completed.

- ✓ Sign up in the College/Career Center to meet with college representatives, whose visits to B-CC begin the third week of school.
- ✓ Submit your portion of college applications directly to the schools.
- ✓ Provide teachers who are writing letters of recommendation for you with stamped envelopes, addressed to the schools to which you are applying.
- ✓ Be sure that your ACT, SAT, SAT Subject Tests or TOEFL test scores are sent to all the schools to which you are applying.
- ✓ Submit the required financial aid documents to your schools by their deadlines. All colleges require the FAFSA, while some also require the CSS/Profile and their own institutional forms.

