BAYARD RUSTIN HIGH SCHOOL
Home of the Golden Knights

SENIOR PACKET

2021-2022

BAYARD RUSTIN HIGH SCHOOL
COUNSELING DEPARTMENT

IMPORTANT

BAYARD RUSTIN'S CEEB CODE IS:

<u>395167</u>

This CEEB Code is used on college and scholarship applications NCAA forms, SAT I, SAT II, ACT, and TOEFL registration forms via online or paper applications/registrations.

Please also recognize that COLLEGE ADMISSIONS ENTRANCE EXAM SCORES (i.e. SAT/ACT) <u>WILL NOT</u> BE PRINTED ON STUDENT'S TRANSCRIPTS.

Students <u>MUST</u> have these scores sent directly through College Board or ACT.

SAT: www.collegeboard.com

ACT: www.act.org

COLLEGE APPLICATION PROCESS NIGHT
To be determine for date and presentation format

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UPCOMING EVENTS……

- **College Application Process Night:**   To Be Determine, May be an online, YouTube video
- **Individual Senior Conferences:**   Scheduled by your school counselor
     starting mid-September.

COLLEGE ENTRANCE EXAM INFORMATION (SAT/ACT)

SAT Exams
Register at collegeboard.org

SAT Test Dates & Deadlines

SAT Test Date	Registration Deadline	Late Registration
August 28. 2021	July 30, 2021	August 17, 2021
October 2, 2021	September 3, 2021	September 21, 2021
November 6, 2021	October 8, 2021	October 26, 2021
December 4, 2021	November 4, 2021	November 23, 2021
March 12, 2021	February 11, 2022	March 1, 2022
May 7, 2022	April 8, 2022	April 26, 2022
June 4, 2022	May 5, 2022	May 25, 2022

Register early and check testing sites for availability AND if testing changes or closes****

ACT Test Dates & Deadlines

ACT Test Date	Registration Deadline	Late Deadline
September 11,2021	August 6, 2021	August 20, 2021
October 23, 2021	September 17, 2021	October 1, 2021
December 11, 2021	November 5, 2021	November 19, 2021
February 12, 2022	January 7, 2022	January 21, 2022
April 2, 2022	February 25, 2022	March 11, 2022
June 11, 2022	May 6, 2022	May 20, 2022
July 16, 2022	June 17, 2022	June 24, 2022

SAT/ACT and/or AP Disabilities Testing: Students identified with a learning disability and enrolled in our special education programs or students who meet the alternative eligibility requirements as defined by the College Board may be eligible for extended testing time this includes students with 504 plans. Contact the Special Education/Counseling Department for more information. Remember, in addition to a single Disabilities Eligibility Form, a student must complete the Registration Form according to the registration bulletin's instructions for the SAT Program and must include the appropriate fee. Consult the bulletin for exception request deadlines and plan ahead.   Eligibility is solely determined by College Board and/or ACT organizations.

Fee Waivers: Fee waivers are available for those students who meet eligibility requirements for SAT I, SAT II, ACT, and for cooperating post-secondary schools (admission fee waiver). Please see your counselor if you receive free/reduced lunch or feel you may qualify for a waiver.

NAVIANCE/FAMILY CONNECTION FOR STUDENT USE

WELCOME BACK Rustin High School SENIOR CLASS of 2022!

Your counseling department is providing you with a state-of-the-art on-line college planning and application processing system called Naviance/Family Connections. You will use Family Connection to:

- Research colleges that will match your unique set of traits and preferences
- Submit requests for Recommendations and Transcripts
- Explore scholarship opportunities
- Track the application submission process
- Explore career possibilities and match them to potential college majors

Plus, there's so much more that you can explore in Family Connections, such as:
- Developing your "resume" for those writing references for you
- Create "to do" lists

You will use Family Connections to make requests for staff recommendations, requests that transcripts be sent, track application deadlines, explore scholarships, find schools and college majors suited to you and much more. Family Connection aids communication between you and your counselor concerning college related information. PLUS you will be able to check when all has been submitted through Family Connection.

Logging into Naviance/Student Home page
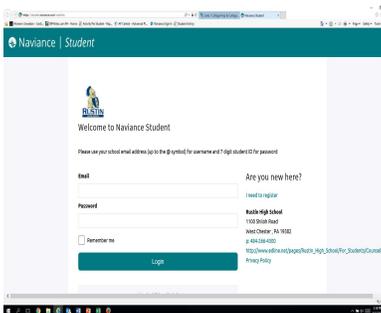
1. Go to RHS website then to the Counseling Department website, then click on the "Link" option
2. Click on the Naviance Career and College Link
3. When prompted for User Name or email enter your account information. (FYI- AII user names should be your student email address prior to the @symbol, and your student ID number is your password).
4. You should now be on the Rustin Naviance/Student page

Navigating the Naviance/Student Home page

The Home page is made up of the following areas: "Colleges", "Careers", "About Me", and "My Planner" (listed across the top of the page)
For now, we will focus on the "colleges" tab since we are focusing on the college process and planning, but feel free to explore the other areas.

1. Click on the "Colleges" tab
2. Choose one of two options "Colleges I'm thinking about" if you want to research colleges or "Colleges I'm Applying to" if you already know which colleges you want.
3. How to add colleges to the "Colleges I'm Applying to" list
    a. From the "Colleges I'm Applying to" list-click "add to this list"
    b. From the "Colleges I'm Thinking About" list-check the college and click "Move to Application list"
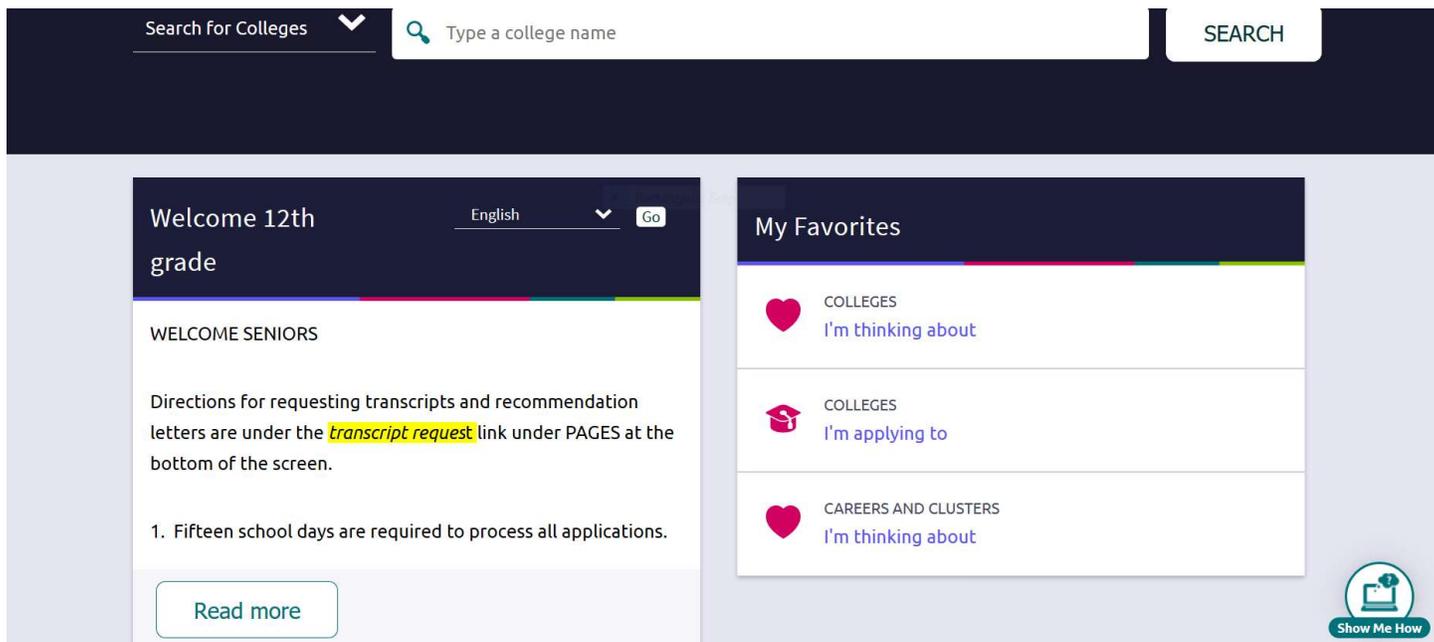
Still undecided about which college to apply to?

   I. Go to menu at the top of your page and click on "Colleges" link; go to Quick Links column and click on "Super Match" to do a college search.

   2. You may search various options under the Choose Fit Criteria along the top of the page. Also click on the level of importance this section in the Must have's and Nice to have sections.

   3. Once you have finished the "Location" section, scroll across and work through the other sections to narrow down your college search. *The more sections you go through the better your matches will likely be.*

   4. You might want to add one or more of these schools to the "Colleges I'm Thinking About List". However, this step must be done manually. It is different than Pinning. This step Adds colleges to your prospective list of colleges you may apply to.

   5. Click on the "Colleges" tab when you are finished with this section.

Applying to Colleges

Important note: If you are applying to any college/university via **Common App**, you must first register/set up your account on Common App, then following the instructions in Naviance/Family Connections to link your Common App account (you must use the same email address for Common App and Naviance).   www.commonapp.org

Prior to requesting your transcript or letter or recommendation, you'll need to complete the "Important Privacy Notice" section. This is a waiver allowing the District to **send your transcript and information to colleges.** If you need more explanation on the waiver or are unsure if you should sign it, please talk with your parent or counselor before completing the waiver.

Once you select colleges in your "Colleges I'm Applying to" list you will see the following column titles; the below outlines each column so you can understand what they do:

- "College"- states the name of the college you are applying to. Click on the college name for more info about that college.

- "Type"- gives initials of the type of decision you are applying for.
- "Applying"- see the term "unknown".
    1. Click on this term.
    2. The page that comes up will ask if you are "applying via the Common App.?"
    3. Go to the pull down menu next to this question and click on the arrow to the right of the box that says "unknown".
    4. Choose "yes" or "no" depending on whether you are applying through the Common App Process.
    5. Click on the "Update Application" button or it won't go through
- See the "Submissions" column after the college list comes back up; based on the computer symbols next to the college names, you can determine how to apply.

    1. "CA" in a computer icon means that it is a Common App. School.
    2. A blank computer icon means that you can apply on-line directly with the college, but it is not a CA school
    3. A "stamp" icon means that all application and transcript materials must be sent by mail regardless of the type of college it is, all transcript and teacher recommendations requests are still to be entered into your Family Connection Listing.

- "Deadline"- This column gives the deadline for submitting apps to this college
- "Transcript"- shows whether or not you have made this request.
- "Office Status"- "Pending"- means that the guidance office hasn't submitted your transcript to the college yet.
- "My App"- shows whether you have submitted your app to the college yet or not.
- "Results"- shows the status of the documents you have submitted to the college. i.e. accepted, not accepted, etc. You will fill this in once you know the status of your submission.

Find the "Actions" column in the far right.
- Click on "edit" to change the status of the information you have provided in the other colleges. Be sure to click on the "update Application" at the bottom to save any changes.
- Click on the picture of the envelope icon to send an email to the admissions office for the selected college

- Click on the "www" icon to go to the college website.

Requesting a Transcript

You can request a transcript one of three ways:
  I. By selecting "Request" in the "Transcript" column <u>while adding</u> a college to the "Colleges I'm Applying to" list.
  2. By clicking the "Request Transcripts" link <u>after adding</u> a college to the "Colleges I'm Applying to" list.
  3. By clicking the "Transcripts" link on the "Colleges" tab in the "Resources" section.
Please note: If you are requesting a transcript for NCAA, you must submit that request directly through the NCAA website in Naviance. You must also still register with the NCAA.

Teacher, Coach, Administrator Recommendations
FIRST THINGS FIRST- Please ask the staff member *IN* PERSON if he/she would write a letter of recommendation for you. <u>Then submit a formal request in Naviance in the Letter of Recommendation section in the Colleges I'm Applying to area. This is an important step because your counselor will be able to easily track the progress of the recommendations being written for you.</u>
  Click on the "Colleges" tab.
  1. Click on the "Colleges I'm Applying to" link
  2. Scroll down to the "Teacher Recommendations" subheading
  3. Click on the "add/cancel requests" link and go to the arrow to the right of the "(select teacher)" to activate the pull down menu
  4. Highlight the teacher you want to send the request to.
  5. Write a note to the teacher requesting the recommendation and when you would like it submitted by in the box below where it says "note to teacher (optional)"
  6. Click the "Submit Requests" button at the bottom of the page *OR YOUR REQUEST WON'T GO!*
  7. Go to the next "(select teacher)" pull down menu if you want to make another request. Follow the same procedure as for steps 1-8.

  Always remember to send a PERSONAL "Thank You" to your teachers, coaches, bosses or anyone else who has helped you along the way; especially if they write you a letter of recommendation.
  It is also a smart idea to send a "Thank You" to an Admissions Office after an interview/scheduled visit with them during the admission's process.

Please note---Do not request a counselor recommendation through the Letter of Recommendation section in Naviance. If you want your counselor to write you a recommendation, you should email and speak to your counselor at least 3 weeks prior to needing your information sent to colleges.

Scholarships

  1. Click the "Colleges" tab in Naviance
  2. Click "national scholarship search" to search for scholarships
  3. Click "scholarship applications" from the colleges tab to track a list of scholarships you have or will apply for

   OR

  1. Click the "Colleges" tab in Naviance
  2. Click "Scholarship Applications"
  3. Click "Add Scholarships"
  4. Click "Select to see a list of scholarships available. After researching, select the appropriate scholarship.

5. Click the "Add Scholarship" button

College Scholarship Money: A listing of scholarships received by the Counseling Office will be posted monthly or as frequently as necessary, on Schoology (all Seniors will be invited to this page) and Naviance (under Scholarships), which includes the scholarship name, a summary of eligibility criteria, and the application deadline. Students are responsible for checking the listing regularly and, if interested in applying. This will also be posted on the Counseling Department website under the *Scholarship* link and also in Naviance under "Scholarships".

While some scholarship applications are available in the Career Center or printable from Schoology, many require the student to write a letter of request or apply on-line. Be aware that deadlines begin as early as

accompanied by a college/scholarship checklist. Additionally, scholarship reference guides (which list hundreds of other scholarships) and a file of all Rustin's advertised scholarships are available on Schoology or Naviance for students' and parents' use. Many web sites, such as: www. ed.gov/OSFAP and www.fastweb.com, provide addition financial aid and college scholarship information.

*Be aware that there are three versions of scholarships to apply for:

1. Anyone may apply (throughout the year)
2. You may be nominated (throughout the year)
3. Scholarship Committee at Rustin (applications mailed to families of seniors before spring break from the Counseling Department)
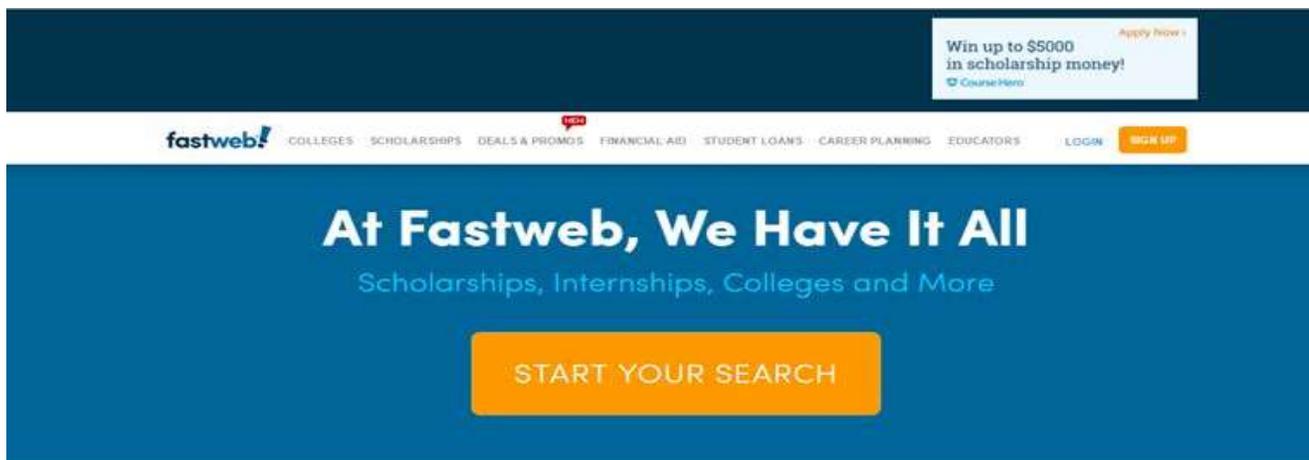
Rustin High School also has created a Schoology page specially designed for seniors specifically for Scholarships. As scholarships are added to this page, all seniors will be notified via email that a new scholarship has been added. They should then log into their Schoology student account and review any scholarships on that site to see if they qualify to apply.

Career Education Program

The West Chester Area School District's multi-faceted Career Education Program connects high school students with real world experiences, serving as a critical link between classroom learning, both in curriculum content and skill acquisition, and in the world of work. Deeper learning occurs through the purposeful integration of rigorous academic content with diverse experiences to build knowledge, intentionally cultivate skills, and broaden perspectives for students to become lifelong learners and purposeful contributors to our community and beyond.

Business and community connections positively impact students through the sharing of practical work experiences and learned life lessons that help students make informed career decisions. Through these meaningful interactions, community leaders also help students identify and hone future-ready skills needed to compete and succeed in the workplace.

Our goal is to provide awareness to students and families of the spectrum of post-secondary career and education and training opportunities including school to work, apprenticeship, certification, and two year and four year college/university programs. Purposeful and rewarding careers abound in both the skilled trades and those requiring a college degree, and may be achieved at various levels of financial cost.

Career Education Components – Grades 9 – 12

Personal Interest & Aptitude Exploration:

Students identify and develop personal interests through course selection including an array of elective course offerings, participation in extracurricular clubs, sports, and activities, and engagement in our comprehensive career exploration software program.

Future-Ready Skills:

Classroom and community based experiences focused on learning, literacy and life skills. Learning skills focus on the "Four Cs": critical thinking, communication, collaboration and creativity. Literacy skills, also called "IMT", include information, media, and technology skills that focus on digital comprehension. Life skills ("FLIPS"), include flexibility, leadership, initiative, productivity and social skills.

Career Awareness via Field Trips, Community Events, and Career Showcases:

Students may participate in a variety of curriculum related field trips, events and showcases in various career clusters and post-secondary educational institutions. Collaboration with leadership and mentoring organizations such as Junior Achievement (JA), Pennsylvania Free Enterprise Week

(PFEW), Youth Leadership Program (YLP), and others is included. Students complete a reflection of their experience(s) which is housed in their individual career portfolio, allowing each experience to shape their future vision.

Job Shadowing and Internship Program – Grades 11, 12

Job shadowing is a career exploration activity in which students gain exposure to careers that they are interested in pursuing by working with business/community volunteers for part of a work day. By visiting a workplace, investigating a career field and industry, and experiencing a typical day on the job, students can determine if the career and industry fits their interests, skills, and career aspirations. Students may initiate their own experiences or in coordination with the Career Education Counselor.

Internships provide juniors and seniors a deeper understanding of, and experience within, a business/institution/non-profit organization, over a minimum time period of 60 hours. This may be completed throughout the school year, summer, or during the last four weeks of senior year, in coordination with the Career Education Counselor. Students must procure their own internship-site, find the associated transportation, secure a faculty advisor, and the business must obtain the required Pennsylvania clearances. Each student is required to maintain a journal, with reflections, within their career portfolio, and provide an oral presentation that summarizes their experience at the conclusion of their internship.

For more information contact Kelly McCreesh, Career Education Counselor, at kmccreesh@wcasd.net.
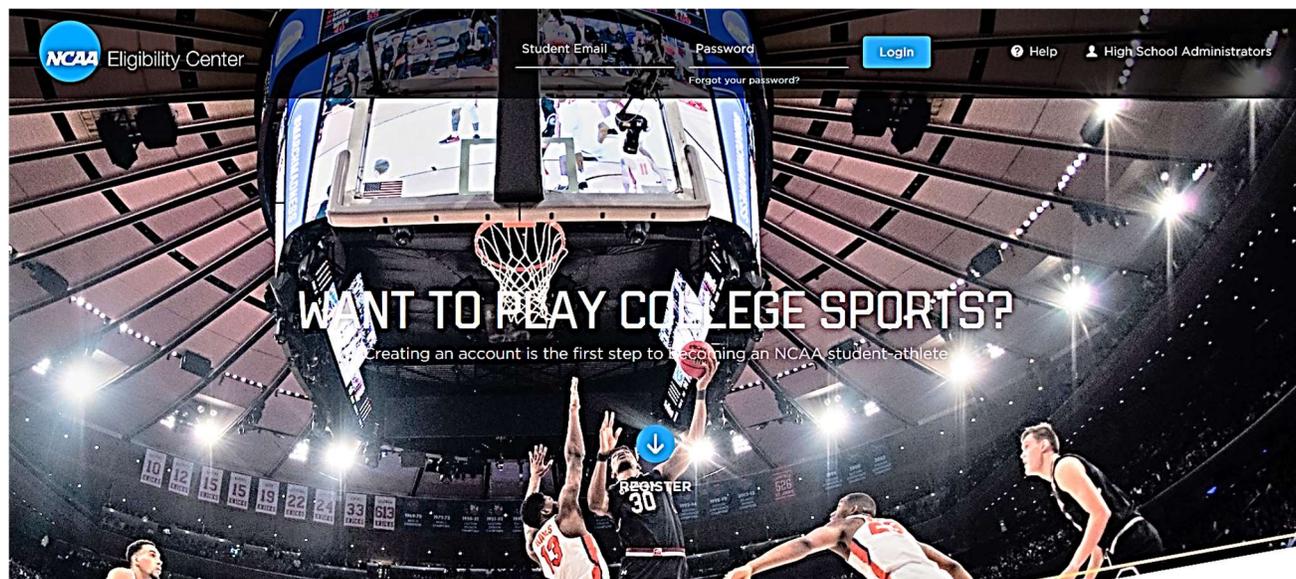
NCAA CLEARINGHOUSE (Division I & II Athletes)

Senior student-athletes who plan to participate in an NCAA sport must remember to request final amateurism certification. This must be completed in order for student-athletes to be eligible to compete in the fall. Please complete the following steps to finalize your amateurism certification:

1. Go to the NCAA Eligibility Center's Website at

   https://web3.ncaa.org/ecwr3/

   Using your NCAA ID or Social Security Number and the four-digit PIN you selected when you registered, log into your account. (If you have forgotten the four-digit PIN, use the "Can't Remember Your PIN" option on the login page.)

2. Once you have logged in, select "Enter/Update Amateur Questionnaire" from the options along the left side of the screen and answer or verify the amateurism questionnaire responses you previously input to **make sure your responses are still correct.**

Once you have finalized the questionnaire, click the button for "Final Authorization Signature". Enter the appropriate information on this page and then click the "Submit" button.

COLLEGE FAIRS

Below is a list of published college fairs. Be sure to call the college in advance to verify the date and time of the event, as some of these dates may change.

Also, be sure to check Rustin's Counseling website and Naviance for continual updates on information throughout the school year for college information as well as college rep visits scheduled at Rustin High School.

Upcoming College Fairs:

❖ Philadelphia: The NACAC Virtual National College Fairs in Philadelphia.

https://www.nacacfairs.org/globalassets/college-fair--homepage/virtual-college-fairs/attend/fall-2021/nacac-2021-vcf-fall-instagram-0721_full-calendar.png

   ❖ Chester County College Fair: October 21, 2021, Thursday 6-8 PM.
   Exton Square Mall, 260 Exton Square Parkway in Exton, PA 19341
   http://www.cciu.org/collegefair

SENIOR YEAR TIMELINE & CHECKLIST

FALL:
- Senior Large Group Presentation, Individual Senior Conference Scheduled with counselor after Large Group Presentation is held in early September.
- <u>Sign up for final SAT's, ACT's, and/or SAT Subject Tests if necessary. Make sure to request that your test scores are sent to the colleges of your choice</u>.
- Finish a resume or "activities" sheet to include with your applications.
- Mail or send your applications electronically by *Thanksgiving* if at all possible.
- Make sure your schedules include the highest levels of courses you are able to handle in core subjects.
- Review your credits, etc. with counselor to make sure you have required credits to graduate and necessary courses on schedule.
- The Federal government now allows families to start applying for FAFSA as early as October 1st! Apply and create your pin number for FAFSA: http://www.pin.ed.gov//PINWebApp/pinindex.jsp
- Fill out the FAFSA (Federal Student Aid Form) and the CSS Profile form for financial aid.
- Stay involved in school sports, clubs and activities.
- <u>Check your email regularly.</u> Many colleges and your counselor will use this to contact you with important information and updates throughout the school year.
- Maintain your grades and keep them as HIGH AS POSSIBLE!
- If you are working directly after graduation, research companies, build your resume and enhance your interview skills.
- Apply to colleges, scholarships

WINTER:
- Request that your midyear grades are sent to colleges of your choice, counselors will work with you on this.
- Register (March) for any AP exams (May) you may be taking.
- If you have not yet done so, apply for FAFSA and create your pin number for FAFSA! http://www.pin.ed.gov//PINWebApp/pinindex.jsp
- Fill out the FAFSA (Federal Student Aid Form) and the CSS Profile form for financial aid.
- Search for other financial aid, scholarship and grant monies and **APPLY EARLY!!!**
- Follow up on all application with your colleges; making sure that all materials have been received.

SPRING:
- Watch for your acceptance letters between March 1st and April 1st (sooner if Rolling Admissions; depending on when you applied!)
- Look for Financial Aid Award letters between April 1st and May 1st
- Make sure you received a FAFSA acknowledgment
- Send any final/additional college board/ ACT scores
- Follow up with paperwork to colleges, schedule orientation and/or housing meetings, send deposits, etc.
- If working after high school, begin sending out resumes and interview