

Marian High School Guidance Office

COLLEGE APPLICATION PROCEDURES

1. Sign up for PrepHQ

Prep Headquarters is a Counseling Website for College Planning. It is a great counseling tool for increasing communication with students and parents and the Guidance Office. It is free to the high school as long as the students register and use the product. MyFootpath is the creator of PrepHQ, and has corporate sponsors who financially sponsor the program.

PrepHQ provides the following for students and parents: reports the guidance office status of when the college applications were turned in and mailed out from the Guidance Office, lists dates of college visits to Marian, is an opportunity to research college information, provides resources for testing and college planning programs, contains Marian's scholarship information and Prep HQ's scholarship database, has miscellaneous information on various links, and more. It's our Guidance Office Newsletter in the form of a website.

Every senior **MUST** be signed up by the time they send in a college application in order for the Guidance Office to mail the transcript.

2. Email your Brag Sheet to Mrs. Talos in the Guidance Office.

The brag sheet can be found on the Marian website under Guidance. Copy it and then paste it into Word. Then you can type in your answers. Save it and email it as an attachment to mtalos@marianhs.org.

- We ask each senior to have them emailed by the end of September.
- Keep your copy to email to others who might need to write you a letter of recommendation.
- Every senior **MUST** turn in a brag sheet before the Guidance Office will accept a college application.

3. Apply at your college or university.

This can be done with a paper application or online. Most colleges prefer that you apply online if possible. **Read all directions for each school you apply to** – many schools have different directions.

- Paper applications need to be brought to Mrs. Talos in Guidance.
- Online applications have a counselor form to print when you finish the application that needs to be taken to Mrs. Talos. (there are some schools that do not require a counselor form)
 - Online applications must be **sent** online before you request a transcript be sent. Schools will throw away information without an application having already been received.
- All applications need to be **completely filled out** with signatures where indicated. Missing information on your part will delay the mailing of your application because of the time it takes for us to call you down and fix the application.

4. Fill out a College Application Receipt in the Guidance Office

This is needed to turn in every paper application & counselor form submitted to Guidance, and any other transcript request. The forms are located outside of Mrs. Talos' office. The purpose of this receipt is for the student to have proof that they turned in an application to the Guidance Office, and to inform us of anything additional that needs to be mailed with the transcript and counselor letter of recommendation.

- Each form has room for 3 colleges.
- Make sure you keep the yellow copy for your receipt.

ADDITIONAL IMPORTANT INFORMATION:

Common Applications: The paper version of the Common Application will **not** contain the name of the school you are applying to. Please provide a list of the schools you are applying to with the common applications. The purpose of the common application is so you can write out all of your personal information on one application and then photo copy it filled out based on the number of schools you are applying to *that accept* the Common Application.

****Some schools still require a supplemental application with The Common App, so again, know the school's process.**

In 2008-2009 the Common Application started an online process. You fill out your application online and then provide the email addresses of Mr. Bonczek and teachers. Common App. will email the counselor and teachers and get their information either electronically or on paper. When you chose the online process, check PrepHQ to see when the Guidance Office filled out our part online or check your common app file.

Rank: Marian High School does not automatically place the student's rank on their transcripts. This can be requested when necessary for certain schools such as Boston College, Duke, Georgetown, Harvard, Notre Dame, Penn, Princeton, Stanford, Vassar, and Yale, to name a few. Rank reports the student's GPA in relation to all other students in the same graduating class and many colleges look for the upper 10, 25, or 50 percent. At Marian, the top 10% could be a GPA of 4.42, and 25% could be a 3.86, and 50% could be at 3.2. Therefore including a student's rank can have a negative impact on admission, when the student's GPA alone meets or exceeds admission requirements.

Processing Time

College Applications must be turned in to the Guidance Office at least 10 school days prior to their due date in order to assure they will be processed and mailed out on time. That means you need to get your applications into the Guidance Office at least **10 school days before** they need to be mailed to the college or university. Due to Christmas break, applications due Dec. 31st must be turned into Guidance 10 days before we are out for Christmas break.

Fees

We **do not** charge a fee from the Guidance Office for each application and transcript processed and mailed.

However, there will be a **\$10.00** fee for applications and letters of recommendation that need to be ***RUSHED*** because they need to be mailed out before the 10 day processing time. The rush fee needs to be paid in advance, however there will still not be a guarantee on the mailing date. This rule also applies to scholarships that need written letters of recommendation.

College application fees can be mailed from the Guidance Office with applications and counselor forms if you do not want to pay online.

Checking on the application with the college or university: Usually you should be able to call the college or university ten days after the transcript and other information has been mailed to find out if it has been received. In November it can take 4 to 6, and sometimes even 8 weeks depending on the school's volume for the school to completely process the application. If and when you call, ask if there is anything else they need in order to make their decision. Rolling admission usually takes about six weeks for you to hear back from the college or university about their acceptance decision. The volume of applications they are receiving at the time yours is received is the key factor in their turn around time. Some schools send out their decisions all at one time, so your acceptance letter might not go out based on when it was received. A list of the different school application schedules can be found on Marian's website under Guidance.

Receiving a letter from a school saying information is missing: Some schools send out an automatic form letter for online applications requesting a school transcript, test scores, and counselor forms. **The first thing to do is check on PrepHQ** for the date the Guidance Office mailed your transcript. If the school letter was mailed within 10 days of our mailing date, it is most likely that their letter crossed our transcript in their mail. You can call the college Admissions Office and ask if they have received it. 99% of the time they will say yes.

Application Fee Waivers: Your college application fee will be waived if you are a Century 21 Scholar, and/or receive free and reduced lunch. The Guidance Office can provide a fee waiver through SAT, or our office can type a request letter. It is your responsibility to request the waiver or letter when you fill out the application receipt.

The Guidance Office will:

- supply all of the information on the High School Counselor Page,
- write a letter of recommendation if requested by the school or student (this is why the brag sheet is required)
- check that your application is filled out correctly and mailed with the items needed,
- enter your information into PrepHQ and keep it up to date

- file a copy of the Guidance Office College Application Receipts
- mail out a midyear transcript **only upon request**, and
- mail out a final transcript after graduation to the college or university that you will be attending in the fall.

NOTE: In April we ask seniors to provide the Guidance Office with the name of the college or university they will be attending. We will send a final transcript as proof of graduation. Please email Mrs. Talos your final decision once it is made. mtalos@marianhs.org