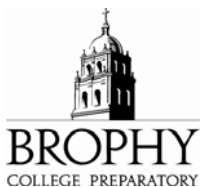




**BROPHY**  
COLLEGE PREPARATORY

College Planning  
Handbook  
2007-2008



January 23, 2007

Thanks for joining the members of the Brophy Counseling department in order to kick-off the formal college selection process. This Junior Parent Handbook will provide 3-T's: *time-line*, *terms*, and *tools* for conducting university searches. Naviance will be the primary vehicle that Brophy students will use as a search engine and data base. Students need to familiarize themselves with this program in the next three weeks.

When your student met with their counselor last week to receive their PSAT results, they also received a sign-in code for the Naviance website. Information on this site provides you with data from Brophy applicants to colleges spanning the three years. It allows your son to not only make national comparisons but also local comparisons to specific universities.

If you and/or your son feel apprehensive about the college search and application process, it is normal; and your son's counselor is here to assist in the process. Because it is a process, it begins now and ends when admission decisions are made next year. As a Counseling Department, we hope that you feel comfortable to call, email, or see us in person with questions along the journey. Below are the extensions and email addresses for our department:

<b>Name</b>	<b>Extension</b>	<b>E-mail address</b>
Mary Novak	6481	<a href="mailto:mnovak@brophyprep.org">mnovak@brophyprep.org</a>
Frank Antonioli	6274	<a href="mailto:fantonioli@brophyprep.org">fantonioli@brophyprep.org</a>
Fr. Jim Flynn	6205	<a href="mailto:jflynn@brophyprep.org">jflynn@brophyprep.org</a>
Jose Mendoza	6334	<a href="mailto:jmendoza@brophyprep.org">jmendoza@brophyprep.org</a>
Karen Parise	6292	<a href="mailto:kparise@brophyprep.org">kparise@brophyprep.org</a>
Brad Shear	6374	<a href="mailto:bshear@brophyprep.org">bshear@brophyprep.org</a>
Ted Skowron	6259	<a href="mailto:tskowron@brophyprep.org">tskowron@brophyprep.org</a>
Tom Succow	6272	<a href="mailto:tsuccow@brophyprep.org">tsuccow@brophyprep.org</a>
Julie Van Schoyck	6239	<a href="mailto:jvanschoyck@brophyprep.org">jvanschoyck@brophyprep.org</a>

Please do not hesitate to contact us as we are here to serve you.

Regards,

Thaddeus S. Skowron, Jr.  
Department Chair; BCP

# College Admission Vocabulary

**Common Application** allows you to apply to multiple schools using one application form. A listing of the schools that will accept the Common application may be found at [www.commonapp.org](http://www.commonapp.org)

**Early Action** is used primarily at highly selective colleges. Under Early Action, you follow an accelerated application process and apply by early November. You are notified of a decision by mid-December, but if accepted, you do not have to let the institution know of your decision until May.

**Early Decision** is an admission plan offered to well-qualified applicants who are definitely committed to their choice of college. Applicants will be notified of their acceptance by December. **Acceptance under Early Decision requires you to withdraw applications to all other colleges and your acceptance is binding.**

**Open Admission** is the policy of accepting students without regard to rank, GPA, and test scores.

**Regular Admission** is the application process that requires application materials to be submitted no later than the specified deadline printed in the college catalog or application form. Admission responses are usually received from March 15 to April 15.

Rolling Admission is the admission plan in which a completed application is acted on as soon as it is received. Students are admitted on a continuing basis.

## Additional Abbreviations

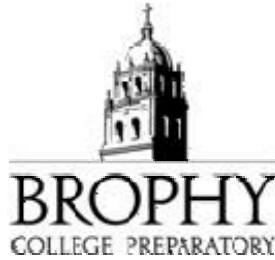
**CEEB Number** is a code that each high school uses for tracking by the College Board, ACT, or university. The CEEB Code Number for Brophy is 030265

**FAFSA** is the Free Application for Federal Student Aid. It is one form used for the financial aid process. Applications are usually available from [www.fafsa.ed.gov/](http://www.fafsa.ed.gov/) by mid-December. This form cannot be filled out until after January 1 and requires income tax information from the previous year.

**PROFILE** is the financial aid form required by some colleges as supplemental information to the FAFSA. You must determine by reading the college financial aid materials if the PROFILE is required by the university (usually used by private universities rather than public).

**Wait List** is the term used by selective colleges that do not initially offer or deny you admission, but extend the possibility of admission to a later date (usually late May through July 1<sup>st</sup>). You must deposit at another college prior to May 1<sup>st</sup> to insure that you have a place at another college. (It is best to discuss all wait list situations with your counselor. Second semester grades can be critical to your acceptance).

**Candidate Reply Date: May 1<sup>st</sup>** is the national deadline by which all admitted students must inform colleges of their intention to enroll or not enroll. A non-refundable deposit is due by this date. This is a final deadline unless a college admissions officer has granted you an extension. In addition to notifying the school you will attend of your intentions, you are also obligated to notify all other schools to which you have been accepted of your plan not to attend. Sending a deposit to more than one college is not ethical and may jeopardize your acceptances at each of the colleges involved.



## Time Line for University Admissions

### Junior Year Timetable

#### January and February:

-After receiving the results of the PSAT test, students should take time to review their answers with the test booklet. This is a wonderful SAT test preparation session as the PSAT delineates all of the correct answers for you as well as the answers that you chose. If the SAT scores predicted by the PSAT fall below expectation, create a plan to bring the scores up and also include colleges that fall within the range of PSAT scores in your university search.

-Visit the Naviance website, register, and take the Personality Inventory:

<http://www.connection.naviance.com/Brophy>

-register for either the ACT ([www.act.org](http://www.act.org)) or the SAT online for the spring ([www.collegeboard.com](http://www.collegeboard.com))

-for those students who may apply to private universities, register for the SAT II for the spring ([www.collegeboard.com](http://www.collegeboard.com)). Remember to save your registration identification information. Juniors usually take the science, foreign language, and U.S. history SAT II and take the math and other SAT II in senior year.

-Visit college campuses when on vacation. Try to get a sense of the type of campus characteristics that interest you: urban campus, suburban, rural, large or small, etc.

-Concentrate on grades, since 75% of admission decisions are based on the transcript (the courses you take and the grades earned)

-meet with your counselor to discuss courses for next year: honors or AP courses for next year, another year of science or foreign language

-think about your summer plans and possibly consider summer workshop at a college or university

### **March through May:**

- continue to use the Naviance website for college searches and add to your prospective colleges on the Naviance site.
- apply for summer programs
- take the SAT I and SAT II
- visit college campuses
- add schools to your list of prospects in three categories: reach schools, 50-50 choices, and guarantees
- consider visiting college campuses during the break
- plan senior year courses to support your applications to colleges
- complete your Senior Questionnaire and give a copy to your counselor
- consider the course of studies and major that you will pursue in college. Visit college websites in order to determine how the progression of courses differs with majors (Pre-Pharm compared to Pre-med; Economics in Arts and Sciences compared to Economics in Undergraduate Business; Computer Information Systems in Arts and Sciences compared to Undergraduate Business).
- meet with your counselor in order to share your prospective college list and possibly receive suggestions for alternative schools that meet your profile
- register for summer SAT Prep program if you plan to take one
- ask a teacher who may be leaving BCP if they will write you a recommendation and save the copy until next year

### **May through August:**

- visit college campuses
- modify your college list and begin to narrow down your list, record your choices on the Naviance website
- if a prospective National Merit Semi-finalist, sign up for the first administration of the SAT I in the fall
- research scholarship opportunities through Naviance and [www.fastweb.com](http://www.fastweb.com)

-students who wish to play Div 1 or Div 2 sports in college need to register in May for with the NCAA Clearinghouse, request a BCP transcript be sent to the NCAA Clearinghouse, and request that ACT or SAT scores be sent from the testing organization to the NCAA Clearinghouse.  
(<https://www.ncaaclearinghouse.net/NCAA/common/index.html> )

## **Senior Year Timetable**

### **August through September:**

-register for Fall SAT I or ACT test administration and remember to plan it around sporting events etc. (students applying to in-state universities may not need to retake the SAT or ACT if junior year scores were high enough)

-update your Naviance site

-submit your updated questionnaire to your counselor and meet 1-1 to discuss your transcript and college choices

-if needed, register for the fall administration of the SAT II

-create a list of application deadlines

-read up on the colleges that you are interested in and develop a list of intelligent questions to ask college representatives when they visit

-contact teachers who you will request recommendations from and ask them if they can write on your behalf, give them a copy of your questionnaire, addressed envelope to all universities, and two weeks time to write the recommendation

-research scholarship opportunities through Naviance and [www.fastweb.com](http://www.fastweb.com)

### **October:**

-apply online to ASU, and/or UA, and/or NAU by Oct 1<sup>st</sup> and request to have your transcript sent to the schools **AFTER** you apply

-update your Naviance site

-be sure to meet the college representatives from your list who visit Brophy with questions that you will ask, have more questions than less

-attend the Brophy College Fair in late October

-contact teachers who you will request recommendations from and ask them if they can write on your behalf, give them a copy of your questionnaire, addressed envelope to all universities, and two weeks time to write the recommendation

-research scholarship opportunities through Naviance and [www.fastweb.com](http://www.fastweb.com)

### **November:**

-deadline for Early Admission and Early Decision candidates

-deadline for students applying to Univ. of CA schools

-finalize college essays

### **December through January:**

-remember to give teachers and counselors two weeks to process your application and/or recommendation

-Submit all applications with a January 1st deadline to the counselor by December 5<sup>th</sup>

-Request transcripts **AFTER** you mail your application

-Important! Many colleges require a Mid-year Report (grades in January). After the Christmas holiday, bring those Mid-year Report forms to your counselor. Please be sure to fill out the top part of the form with your name, etc. For the Common Application Forms, please also include a list of the schools where the form should be mailed.

-Remember. College admission acceptances are conditional ones based on grades. You should earn the same grades in second semester (or better) as in the first as a university reserves the right to rescind an admission if a student's grades drop.

-Begin to access FAFSA forms for financial aid. <http://www.fafsa.ed.gov/>

### **February through May:**

-Submit FAFSA forms with data no later than February

-continue to keep your grades up

-universities will notify students of acceptances through April 15<sup>th</sup>

-notify schools by May 1<sup>st</sup> of your intent to attend and pay deposit

-inform your counselor about each admission and financial aid award

-notify Brophy College Preparatory (Mrs. Novak) of the school that you plan to attend in early May

-update your Naviance account with acceptance, wait-list, not accepted information

-for athletes, request for a final transcript to be sent to the NCAA Clearinghouse

-register to attend on-campus orientation/registration programs that will occur over the summer

-thank your teachers, parents, and counselor for their support



## Internet Sites

<https://tcci.naviance.com/brophy> this interactive tool will allow parents and students to create a personal database, complete college searches, and pull up specific college admission data from former Brophy students to universities. Students need an initial sign on code from their counselor to access their account.

<a href="http://www.collegeview.com">www.collegeview.com</a>	student college preference match
<a href="http://www.ulinks.com">www.ulinks.com</a>	specific college search
<a href="http://www.nacacnet.org">www.nacacnet.org</a>	link to online college fairs
<a href="http://www.petersons.com/ugrad">www.petersons.com/ugrad</a>	Peterson's college data base
<a href="http://www.colleges.com">www.colleges.com</a>	college and scholarship search
<a href="http://www.campustours.com">www.campustours.com</a>	virtual tours of college campuses
<a href="http://www.ope.ed.gov/security">www.ope.ed.gov/security</a>	campus security information
<a href="http://www.collegeispossible.com">www.collegeispossible.com</a>	college admission and financial aid
<a href="http://www.mapping-your-future.org">www.mapping-your-future.org</a>	college admission information

<a href="http://www.asu.edu">www.asu.edu</a>	Arizona State University
<a href="http://www.nau.edu">www.nau.edu</a>	Northern Arizona University
<a href="http://www.arizona.edu">www.arizona.edu</a>	University of Arizona
<a href="http://www.maricopa.edu">www.maricopa.edu</a>	Community Colleges in Maricopa County

<a href="http://www.wiredscholar.com">www.wiredscholar.com</a>	step-by-step approach to financing
<a href="http://www.fastweb.com">www.fastweb.com</a>	more than 400,000 scholarships
<a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a>	FAFSA application and pin numbers
<a href="http://www.gocollege.com">www.gocollege.com</a>	scholarship and college searches
<a href="http://www.finaid.org">www.finaid.org</a>	financial aid, loans, and grant information
<a href="http://www.edfund.org">www.edfund.org</a>	financial aid and tax benefits
<a href="http://www.salliemae.com">www.salliemae.com</a>	financial aid
<a href="http://www.nasfaa.org">www.nasfaa.org</a>	college savings tips
<a href="http://www.ed.gov">www.ed.gov</a>	federal financial aid programs

<a href="http://www.princetonreview.com">www.princetonreview.com</a>	test prep and study tips
<a href="http://www.collegeboard.com">www.collegeboard.com</a>	website for SAT and SAT-II tests
<a href="http://www.act.org">www.act.org</a>	website for ACT testing
<a href="http://www.kaplan.com">www.kaplan.com</a>	test prep and study tips
<a href="http://www.studyworks.com">www.studyworks.com</a>	test prep

<a href="http://www.ncaa.org">www.ncaa.org</a>	information for prospective college athletes
<a href="http://www.ncaaclearinghouse.net">www.ncaaclearinghouse.net</a>	Link to the NCAA clearinghouse for athletes

## Brophy College Prep Naviance Family Connection

This website will serve as an interactive tool which will make the college search process into a more manageable task. Students will have individual accounts which will enable them to research colleges, complete surveys, track deadlines, review historical data about Brophy applicants, as well as other features. The following will help you to get started with your Naviance account.

To access the website, go to: <http://connection.naviance.com/brophy>

### *First Time User:*

- You must have a login code (given to you by your counselor)
- You must have an email address (this should be an appropriate email address that can be used for all college correspondence)

### To Register:

1. Go to <http://connection.naviance.com/brophy>
2. Register under the “new user” option
3. Type in your code and click “register”
4. Complete and confirm the email registration
5. Complete and confirm the “password” information (select a password you will remember)
6. Read and accept “Terms and Conditions”
7. Click “complete registration”
8. Sign in as directed by Naviance with the email and password that you chose
9. You will now be directed to your new naviance account. Note: You will receive a confirmation email at the address you logged as your “sign-in” name. This confirmation will be titled “Welcome to the TCCI Family Connection.” The email will provide brief directions for future visits as well as “login” code and “password” reminder. **Print and save this email for future reference.**

### *Returning Users:*

1. Go to: <http://connection.naviance.com/brophy>
2. Sign in with your email and password
3. On your home computer, you may click the “remember my email address” to speed up future logins.
4. Once you click the sign in button, you will be directed to the home page for your account

## About Me

- “my profile” – This section is all about you. The “edit” button will allow you to make changes in these fields. Please insert accurate information to **all** fields.
- “my resume” – Use this screen to start tracking information that will be useful when completing your college applications. Trust us...you will appreciate any effort you put forth now in compiling this information.

- “my game plan” – This section asks you to submit your preferences in regards to the type of college you desire. This survey is separate from the “college planning survey” which you will complete, but we still invite you to submit this information.
- “my test scores” – Please review your test scores for accuracy. While you cannot update this field, we do want you to make sure the scores we have entered for you are correct.
- “my colleges” – This feature will allow you to add and remove colleges that you are considering. You are by no means limited to the number of schools you can list in this feature, nor are you held to applying to these schools. Add and delete schools as you wish.
- “my account” – Your account section allows you to change email and/or password
- “my personality type” – This feature will open a new program which will lead you through a number of questions to indicate your personality type. Your results will include possible careers which you can explore.
- “college planning survey” – The information provide here will help your college counselor to know you better. Nothing can take the place of a positive working relationship with your counselor. By providing this information now, you and your counselor will be able to have more meaningful discussions about your college search.
- “parent brag sheet” – The brag sheet will be completed by your parents. It is an opportunity to have your parents share personal stories which might not be known to your counselor

## About College

- “college search” – The options within this field will allow you to search by region of the country, public vs. private, ethnicity, size of the school, cost, selectivity, majors, athletics and many other characteristics.
  - Simply select the field which are important to you.
  - After you have selected all the fields important to you, click “show matches”.
  - Once the list is established, you may “select list for info” and sort the schools according to test scores, admission selectivity, location, etc.
  - If you want to change one of your initial section sections, simply click on that field, adjust the part you want to search and click “show matches” again.
- “college lookup” – The college lookup feature allows you to search for schools by name, state, or country.
- “scattergrams” – These graphs allow you to view statistical charts for schools that have received Brophy applications in the past. It will provide the average GPA and SAT of Brophy students accepted, denied, and wait listed to that institution.
- “acceptance history” – By clicking on this feature, a list will be generated showing all the schools that have received Brophy applications. You can see how many applications were accepted and how many students enrolled. Click on school names for more detailed information about that college.

## *Application Protocol*

### **Teacher Recommendation:**

- Ask the teacher in person if he/she would write a letter on your behalf.
- Give the teacher **two business weeks** to write the letter.
  - Give the teacher a stamped, addressed envelope
  - A copy of your senior questionnaire
  - A Teacher Recommendation Form with personal information (name, address) filled at the top as well as “waiver statement”
  - Put a yellow “sticky” label on each form with the college name and due date
  - In one week, visit the teacher in order to see how the recommendation is coming along...if done, thank the teacher.
  - If not completed, visit the teacher again after two weeks.
  - Be sure to visit the teacher when you receive admission information and share the good news regarding admission, wait-lists, denials...they write for you and have a stake in the process as well

Teacher Name  
Brophy College Prep  
4701 N Central Avenue  
Phoenix, AZ 85012

University Name  
Undergraduate Admissions  
Street  
City, State, Zip Code

### ***Counselor Recommendation:***

- Update Naviance with the schools that you are applying to.
- Give your Counselor the completed **Senior Questionnaire** in **May, 2007**
- Approach your counselor after you complete your application
- Give the Counselor at least **two business weeks** to process the forms.
  - Receive and fill out the ***Brophy School Report Form*** (we use this in place of the University Counselor School Report Form).
  - Follow up in a week and see how it is coming.
  - Be sure to visit your counselor when you receive admission information and share the good news regarding admission, wait-lists, denials...they write for you and have a stake in the process as well
- Request **official transcripts** to be sent to all school ***after*** your application completed and sent to the university.

<b>2007-08 Test Dates</b>	<b>Test</b>
May 5, 2007	SAT & Subject Tests
June 2, 2007	SAT & Subject Tests
October 6, 2007	SAT & Subject Tests
November 3, 2007	SAT & Subject Tests
December 1, 2007	SAT & Subject Tests
January 26, 2008	SAT & Subject Tests
March 1, 2008	SAT only
May 3, 2008	SAT & Subject Tests
June 7, 2008	SAT & Subject Tests

### ***SAT 2007-2008 Test Dates***

[www.collegeboard.com](http://www.collegeboard.com)

### ***ACT 2007-2008 Test Dates***

Registration deadlines will be added once they are finalized.

September 15, 2007\*

October 27, 2007

December 8, 2007

February 9, 2008\*\*

April 12, 2008

June 14, 2008

[www.act.org](http://www.act.org)

## Books on College Transition for Students and Parents

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Arrington, Zach. *Confessions of a College Freshman*. Tulsa, Oklahoma: RiverOak Publishing, 2001.

Barkin, Carol. *When Your Kid Goes to College: A Parents' Survival Guide*. New York: Avon Books, 1999. After author's son went off to college she interviewed parents around the country to get their perspectives.

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Brody, Janis. *Bringing Home the Laundry: Effective Parenting for College and Beyond*. Dallas: Taylor Publishing Co., 2000.

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Cohen, Harlan. *The Naked Roommate: And 107 Other Issues You Might Run Into in College*. Napierville: Sourcebooks, Inc., 2005

Combs, Patrick. *Major in Success: Make College Easier, Fire Up Your Dreams, and Get a Very Cool Job*. Berkley, California: Ten Speed Press, 2000.

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Rowh, Mark. *Coping with Stress in College*. New York: College Board Publications, 1989.

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Seaman, Barrett. *What Your College Student Won't Tell You*.

Smith, M.J., Smith and Fred Smith. *The Smart Student's Guide to Healthy Living*. Oakland: New Harbinger Publications, Inc., 2006.

Steenhouse, Andrea Van. *Empty Nest... Full Heart: Journey from Home to College*. Denver: Simpler Life Press, 1998. Practical advice from a mom/PhD Psychologist.

Woodacre, Margo Bane and Steffany Bane. *I'll Miss You Too*. Naperville: Sourcebooks, Inc., 2005.