



Grade 11

**Port Jervis High School  
Planning Guide  
for  
JUNIORS**

**School Counselors**

For 2023, Seniors keep their counselor from last year.

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**Guidance Secretaries**

Mrs. Nancy Costello & Mrs. Denise Lefberg  
Guidance Phone: 858-3102 option: 5  
[www.pjschools.org](http://www.pjschools.org) ->high school ->guidance

## September/October of Junior Year

- College & Career Fair: Oct 12, 2023 @ PJHS during lunch periods for students
- College Financial Aid Info-session: Thursday, October 26, 2023 @ 6pm PJHS

- CREATE A PERSONAL EMAIL ADDRESS TO USE FOR ALL COLLEGE/CAREER THINGS (YOUR SCHOOL EMAIL CANNOT RECEIVE OUT OF NETWORK EMAILS)
- Naviance: access through Classlink
- PJHS College courses are FREE to students (students must meet specific requirements for eligibility)
- Research colleges on [www.collegeboard.org](http://www.collegeboard.org); Research careers on [www.bls.gov/ooh/](http://www.bls.gov/ooh/)
- Know if you qualify for Free/Reduced lunch! If you do, it could waive several fees for tests, college courses, and college applications.
- Create/update Raise.Me account: <https://www.raise.me/join/port-jervis-senior-high-school>
- Athletes:** be sure you are familiar with NCAA requirements (speak to your coach about the reality of playing for a Division I or II college) Register at NCAA: [www.eligibilitycenter.org](http://www.eligibilitycenter.org)
- Visit Colleges! Make appointments, get business cards, and send follow up thank you notes! Virtual Visits are a great alternative when you cannot get there in person.

## Early Spring (Feb-March) of your Junior Year

- Register to take the SATs/ACTs in April, May, and/or June of this school year: [www.collegeboard.org](http://www.collegeboard.org) [www.actstudent.org](http://www.actstudent.org)
- See your counselor if you are in need of a fee-waiver for the SAT, ACT or college applications
- Prepare for your SAT / ACT – there are free and paid preparation programs
- Research colleges using [www.collegeboard.org](http://www.collegeboard.org) or Naviance
- Make sure that you and your counselor are aware of your free/reduced lunch status (fee waivers).
- If you qualify for free or reduced lunch: be sure that you are familiar with college EOP, HEOP programs
- Look for great summer opportunities- college programs, internships, volunteering, or a summer job
- Consider taking summer courses at a college or online
- Build your resume, portfolio or prepare your audition if you plan to apply to specialty schools
  - Use [www.canva.com](http://www.canva.com) for resume building (it is free for students)
- Request letters of recommendation from your teachers/advisors
- Become familiar with college websites and use of net price calculator (true price of college)
- Visit Colleges– many colleges keep track of your “interest” as part of their file ; you should also follow specific colleges “social media” arenas as well
- Sign up / update Raise.me to receive micro scholarships for specific colleges
- Research careers on Bureau of Labor and Statistics (bls.gov/ooh) – figure out your ROI (Return on Investment)

## May and June of your Junior Year

- Take the SAT and/or ACT – You get 4 free score reports for the SAT within 9 days of the test!
- Use Naviance (<https://student.naviance.com/pjervishs>) to make an activity sheet (resume) of your accomplishments, activities, and work experiences (see page 10)
- Keep in touch with college admissions counselors
- Continue to visit college campuses

## July and August before your Senior Year

- Try to narrow your list of colleges 5 - 8 schools now. Your counselor will be asking for your list in September!
- On Naviance (<https://student.naviance.com/pjervishs>) favorite the colleges you are planning to apply to
- Use the EFC calculator on each college's website to find out true cost of attendance
- Register with **NCAA Initial Eligibility Clearinghouse** if you plan to compete in Division I or Division II college sports
- Be aware of college entrance exam test dates and deadlines!
- Application options: Early Action (non-binding), Early Decision (binding decision)**

### Consider applying to 5 – 8 colleges:

**Target schools:** Your GPA & SAT/ACT scores **match** the school's criteria for admission (we suggest at least 4).

**Reach schools:** Your GPA & SAT/ACT scores are a little lower than the school's criteria for admission.

**Likely schools:** Your GPA & SAT/ACT scores are higher than the school's criteria for admission; affordability is also a factor

#### Terminology:

- College Associate's Degree - 2 years
- College Bachelor's Degree - 4 years
- Master's Degree - usually 6 years
- Major - your concentration (ie: Business)
- Minor - a second concentration
- Undergraduate - a college student who has not yet earned their bachelor's degree
- Prospective student - someone looking to go to a college (you)
- Early Decision:** Early decision plans are binding — a student who is accepted as an ED applicant must attend the college.
- Early Action:** Early action plans are non-binding — students receive an early response to their application but do not have to commit to the college until the normal reply date.
- Deadline - the **last possible date** that something is due



## Letters of Recommendation

Request letters of recommendation from your teachers/advisors beginning as early as March or April of your Junior year. We suggest that students request at least two letters from teachers. Please utilize NAVIANCE to request. *Follow up these requests with a nice thank you note* (this note can serve as a “Reminder note” also).

Step 1: Ask a teacher in person if they would be willing to write a letter of recommendation for you. If “yes”, move on to step 2.

Step 2: Write a reminder/thank you note to the people who have agreed to write a letter for you:

“Dear \_\_\_\_, Thank you very much for agreeing to write a letter of recommendation on my behalf...etc. My intended major is ... Could you please highlight \_\_\_\_\_ (something that that person knows about you first hand). Please turn in your letter to my School Counselor, \_\_\_\_ by October 24<sup>th</sup>. You may also receive an e-mail requesting that you upload my letter directly to NAVIANCE. Would you also please provide me with a letter that I could use for scholarships? Sincerely, \_\_\_\_\_”

Note: Your Counselor also writes a letter for your application file. It is required for most four-year schools. The School Counselor letter sets the context in which your application will be reviewed. It is important that you have a strong working relationship with your School Counselor so that s/he can write the most effective letter on your behalf.

## College Visits: In-person or Virtual (log ALL your visits into Raise.me)

Make appointments, get business cards, and send follow up thank you notes. If you visit a private college, ***ask them if they will waive your application fee since you are there on a visit.*** (Most college applications have a processing fee associated with them; anywhere between \$25-\$75 per college application.)

Plan to visit colleges the spring of your junior year and fall of senior year **while they're in session.** Be sure to **schedule an appointment** before you go. Many colleges keep track of how many times you visit or contact the college (it shows a measure of your interest).

## Questions to Ask a College Representative: PJHS College Fair is Oct 12, 2023

A smile and eye contact show respect and interest. Dress appropriately for meeting with representatives. Speak clearly and confidently. Ask them for their business card and/or contact information and follow up with a thank you note; thanking them for taking the time to speak with you.

1. What grade point Average (GPA) do I need to be considered a good candidate for acceptance to your school?
2. What SAT scores do I need to be considered a good candidate for acceptance to your school? Do I need to take the SAT Subject test/ which ones do I need?
3. (For SUNY schools) Do I need an advanced regents diploma or certain regents exams?
4. Do you hold interviews as part of the admissions process?
5. What is your protocol for standardized testing? Test blind, test optional?
6. What is the total cost per year to attend?
7. Are applicants automatically matched to scholarships based on their application file?
8. What kind of services does your school provide? (tutoring, mentoring, Freshman Experience, etc.)
9. Are there any programs for minority students?
10. What is the typical Freshman class size?
11. Will I be assigned an advisor right away?
12. How many applications did you receive last year?
13. What kinds of internship (or study abroad) experiences would be possible if I majored in...?
14. How many students from last year's senior class went on to graduate or professional schools?
15. What are some of the challenges and even weaknesses of *This College*?

# Introduction to Naviance



Naviance is a web-based technology program that will be used by the guidance department to help manage the college admissions process. Family Connection is the website that students and families will use to access and share information with their counselors as they develop their post-secondary plans. Using Family Connection, students can research careers & colleges, take assessments & surveys, create goals & to-do's and eventually, submit requests for transcripts & recommendations directly to their counselor.

## College Lookup

If you want to get information and statistics for a specific school, go to "College Lookup". Naviance will provide general facts about the school, including information on Admissions, Financial Aid, and Student Life. You can also check the "Majors & Degrees" link when looking at a specific school to make sure it has your program of interest.

## Colleges I'm Thinking About

As your child adds colleges to their list of possibilities, Naviance will keep track of the schools they're considering in an easy format, which lists the application deadlines for each school. Students are encouraged to add possible schools they're interest-ed in so they can review them with their guidance counselor.

## About Me Tab

Under the "About Me" Tab, there are many useful tools for your child. Students can set goals and set reminders to tasks that need to be completed. One of our favorite tools is the resume function. Here, students can use the template to create a great resume to list awards, activities and clubs, outside jobs, and much more. Sending resumes to colleges is definitely suggested.

**SENIOR YEAR:** Students will be able to begin college applications AFTER August 1 before senior year.  
Students applying to 4-year schools should consider using Common App.

**What is Common App?** The Common Application is a not-for-profit organization that serves students and member institutions by providing an admission application that students may submit to over 800 colleges. **Why use it?** It is completed online and copies of the Application for Undergraduate Admission can be sent to any number of participating colleges. The same is true of the School Report, Optional Report, Midyear Report, Final Report and Teacher Evaluation forms. This allows you to spend less time on the busywork of applying for admission, and more time on what's really important: college research, visits, essay writing, and senior year coursework.

- ❑ If you are applying to 4-year schools using Common App: (most SUNY schools also use Common App)
  - Create a user ID for <https://www.commonapp.org/> ([keep your login info in a safe place](#))
  - Complete the Education section
    - Add at least one college to the college list using "search and add schools"
  - Click "My Colleges" tab and click "Recommenders and FERPA"
    - Click "Release Authorization" and complete the FERPA waiver
  - Login to NAVIANCE
    - Click the "Colleges" Tab
    - Click: "Colleges I'm Applying To"
    - **Select: "Match Accounts" and this will match Naviance to Common App**

# The Differences between the SAT and the ACT

**“Test Blind”** means that the college will not consider an applicant’s test scores even if they are submitted.

**“Test Optional”** means students are not required to submit any standardized test scores as part of their application, applicants have the choice to submit scores or not.

## SAT:

### Scholastic Aptitude Test

- **Measures** academic aptitude in verbal, numerical reasoning, and writing skills.
- **Cost:** \$ 60.00 (without essay)
- **Scores:** No points are deducted for wrong answers. Score based on the amount of right answers.

## ACT:

### American College Test

- **Measures** academic achievement in English, Mathematics, Reading, and Science Reasoning (writing section optional).
- **Cost:** \$ 68.00 (without writing)  
\$ 93.00 (with writing)
- **Scores** are based on number of correct answers. No penalty for guessing.





- **THINK:** careers- sportscaster, teacher, architect, dermatologist, auto mechanic
- **THINK:** Internship
- Make an appointment at any time with your guidance counselor so that she may best assist you
- It is necessary for you to meet with your Guidance Counselor so that she/he may better assist you plan for and reach your goals. We welcome the opportunity to work with you and your parent(s)/guardian(s) and help you to become successful while on your journey.....

## Applying to a Specialty School or Military Academy

*If you are planning to apply to a school that requires a specific process, a portfolio or audition, begin preparing in the spring of your junior year. Assemble all of your work so that you are organized and prepared in the fall of your senior year when we begin sending out your college applications. Ask your teachers for help if you need it. If you plan to compete in Division I or Division II college sports, you must register with the NCAA Initial Eligibility Clearinghouse prior to your senior year. Register online at [https://web3.ncaa.org/ECWR2/NCAA\\_EMS/NCAA.jsp](https://web3.ncaa.org/ECWR2/NCAA_EMS/NCAA.jsp). There are core course requirements that you must meet for NCAA eligibility.*

## Finish out the Year Strong!

**Most importantly, maintain your performance in your classes!**

- Colleges look at your Regents exams as well as any improvements you have made along the way.
- **Keep in touch with college admissions counselors—they are there to help you!**
- **Continue visiting college campuses. You should be able to identify 5-12 colleges to which you are considering applying by the end of your junior year. See your counselor to find out what you should be looking for in a college and what types of questions would be worth asking a college admissions representative.**
- **Use College Majors Search at [www.collegeboard.org](http://www.collegeboard.org) to find out which majors are offered at which colleges. Look for a college that offers a few of the things in which you are interested. You may change your mind along the way; it is easier to transfer to another major that is offered at the college that you attend, rather than having to transfer to an entirely different school.**
- **Stay aware of college entrance test dates and deadlines:**