

SENIOR RESPONSIBILITY
2010 - 2011

***ON LINE**

1. Student secures college application.
2. Non-state applications that are not online will need to be secured from the college. Most applications (in and out of state) are online and many colleges require that the students apply online.
3. Student fills out application and works with the English teacher to go over essay (if essay is required).
4. Student makes appointment with his/her guidance counselor. At this time the student requests an official transcript and asks for a letter of recommendation if needed.
5. For a letter of recommendation to be written the student must present the counselor with a resume, activity sheet or form provided by the counselor.
6. When the counselor has completed the letter or form for recommendation (if applicable) they and transcript will be mailed out as one packet. **We use regular mail. NO overnight/Fed EX etc....**
7. Student does scholarship search. Use the materials in guidance, check the scholarships lists, and use free internet scholarship searches (example-Fastweb.com). Weekly scholarship lists are posted on Cardinal Newman High School's Website under the Guidance section and in hard copy in every senior homeroom.
8. It is the student's obligation to get appropriate scores (SAT/ACT) to the colleges in which they have applied in a timely manner. If the student lists the High School Code (101835) when registering for the SAT/ACT, the scores will be reported to Cardinal Newman High School. The scores will be placed on the student's transcript by the registrar.
9. Student must take the SAT II (subject tests) if required by the schools in which they are applying. The student must also be responsible for sending those scores to their colleges.
10. Don't forget that if you are applying for Florida Bright Futures you must meet the SAT/ACT scores and GPA requirements to qualify.