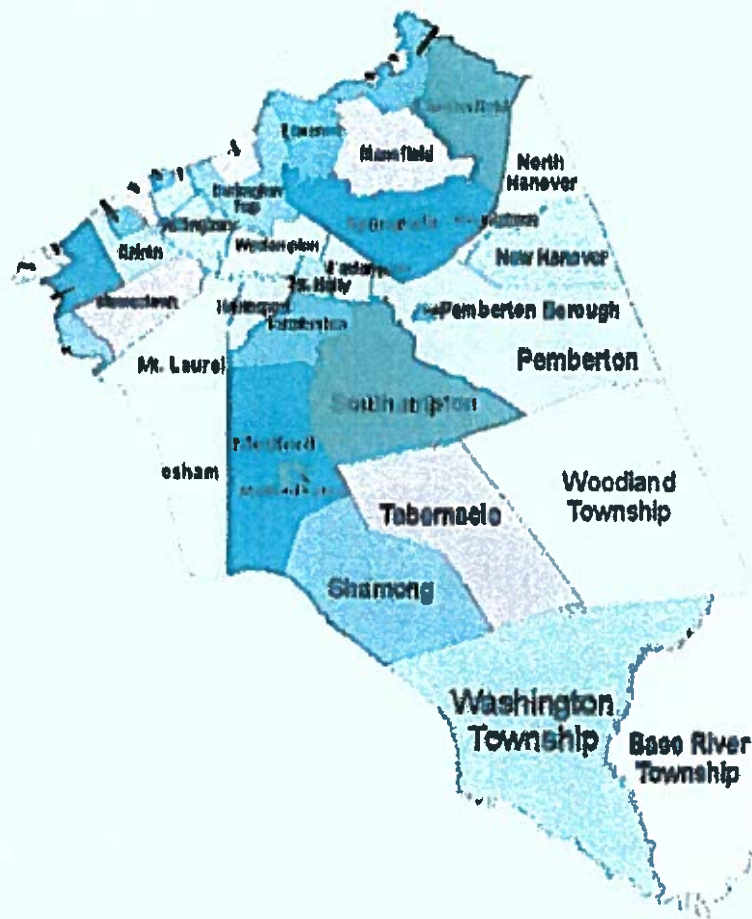


College Planning Handbook



Burlington County Institute of Technology

Medford Campus

Guidance Office

CEEB Code – 310767

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COLLEGE PREPARATION

Most colleges require a minimum of 16 academic units with a “C” grade or better to be considered for admission. The easiest way to accumulate 16 academic units is to successfully complete 4 academic units each year in high school. Courses taken in the five academic areas (English, Mathematics, Science, Social Studies, and World Language) will count toward these 16 academic units.

Each College determines the specific requirements. While Rowan College at Burlington County (RCBC) does not require World Languages, the minimum requirements for most 4 year colleges are:

English	4 years
Mathematics (Alg. I & II, Geo.)	3 years
Physical/Biological Sciences	3 years
United States History	2 years
World History	1 year
World Languages	2 years
Career Major Electives	2 years

CHOOSING A COLLEGE

Choosing a college is a family decision. Communicate honestly with your parents/guardians about about your goals and how to attain them. College is not an end itself, it is a means to an end. Discuss what you want in life, and determine with family support how to achieve these wants. Choosing a college should begin with ten basic questions as listed below:

1. What will your “**Major**” field of study be?
2. What are your **three top college choices**?
3. Do they offer a **degree** in your field?
4. Do you **qualify** for admission?
5. How many **academic units** are required?
6. What is the minimum **SAT** scores required?
7. What is the **cost**, including tuition, room and board or commuting expenses, books and miscellaneous expenses (ie. Laptop computer, art supplies, etc.)?
8. Are these colleges **accredited**?
9. What is **campus life** like?
10. Do you need any **support services**?

NARROWING THE SEARCH

When deciding on a college or a university, the following items should be considered:

LOCATION – Do you want to live far away or do you want to commute? Does climate matter? Would you rather be in a city, a suburb, or the countryside?

SIZE – Would you rather be in a large university or a small college? The size of the college impacts the style in which your education will be delivered (small classes of 20 students vs. lecture rooms of 200 students, for example).

ACADEMIC CHALLENGE – Will you be more successful in a less threatening academic environment or one that is more competitive,

ADMISSIBILITY – You should select your college by these categories:

1. “*Reach*” or “*Dream*” schools are those you would like to attend but whose admissions standards may be a reach for you in terms of grades, test scores, etc.
2. “*Target*” schools are those that are reasonably within the range of your grades, test scores, etc.
3. “*Safety*” schools are those that you are certain to be admitted to, such as community colleges, etc.

CURRICULUM – Be sure that the colleges you choose have the major areas of study in which you are interested. If you are unsure, select colleges or universities with a wide selection.

COST – You and your parents/guardians need to have an honest discussion about financing college. Be aware that financial aid and scholarships will not cover the total cost of college.

TYPE OF COLLEGE – Two-year or four-year colleges, universities, community colleges, or professional schools all offer different opportunities. It’s important to investigate them all.

SOCIAL LIFE AND PERSONALITY – College visits, while schools are in session, are the best way to experience the social life. Eat on campus, visit the bulletin board for activities, and walk among the buildings to see how students interact. Schedule a tour.

“Countdown to College” High School Calendar Checklist

Freshmen & Sophomores

September/June

_____ Select a challenging/realistic course of study.

_____ Strive for excellence in all academic areas.

_____ Seek out quality involvement in school and out of school activities. This should be done throughout all of high school.

_____ If portfolios, audition tapes, writing samples, or other evidence of talent are required for admissions, begin to organize materials.

Juniors

September

_____ Make sure high school course selections are appropriate for college/career interests.

_____ Make sure you are meeting high school graduation and college admissions requirements.

October

_____ Take the PSAT for practice taking college admissions tests, and to establish eligibility for National Merit competition.

_____ Attend college fairs.

_____ Register at www.collegeboard.com to sign-up for the SATS, to compare colleges and for a host of college related information.

November

_____ Plan to visit colleges and go on college tours during NJEA teacher convention.

_____ Review marking period grades. Adjust study habits if necessary.

_____ Continue to attend college fairs and visit college Web sites.

December

_____ Confer with your counselor about PSAT scores.

_____ Plan on taking the January, April, or May SAT. Deadline for January is before Winter break.

January –February

_____ Check GPA and class rank.

_____ Check Guidance Office for catalogs and information about colleges that interest you.

_____ Narrow college choices.

March – April

_____ If you intend to seek appointment to one of the military academies, begin the application process.

_____ Schedule visits to schools that are high on your list. Plan to do visit during Spring Break.

May – August

_____ Send for catalogs and applications.

_____ Check year end GPA and class rank.

_____ Develop an Activity Resume.

_____ Organize saved materials to create final portfolios, audition tapes, or other material for admissions or scholarships to selected colleges.

Seniors

September

_____ Make sure your course selections are appropriate for your college/career interests, and that you are meeting graduation and college admission requirements.

Seniors

September

_____ If applicable, begin the NCAA Clearinghouse Eligibility process.

_____ Request application materials for admission and financial aid from colleges if you have not already done so.

_____ Early Action and Early Decision candidates should file applications.

_____ If colleges require recommendation letters, ask your teachers/counselor early. Allow 2 weeks for teacher/counselor to complete recommendation letter.

October/November

_____ Narrow search to final choices.

_____ Devote time, energy, and thought to writing and rewriting any required essays. Have someone review essay (possibly parent, teacher or counselor) to check for errors and to ensure a high quality essay.

_____ Can make final visits to selected colleges.

_____ Check Guidance Office for scholarships. Listen to morning announcements every day until April for any new scholarships.

December

_____ Complete applications and submit transcript requests to Guidance.

_____ Continue to seek scholarships from work locations, nonprofit organizations, professional organizations, private companies or religious affiliations.

_____ Register for SAT, SAT Subject test, or ACT if colleges you are considering require a certain test.

January/February

_____ With parents, complete the FASFA at www.fasfa.ed.gov/

_____ Check end of semester GPA and class rank.

March/April

_____ Review your financial aid package with your parents. Be sure that you understand the terms and conditions that accompany each kind of aid.

_____ Compare financial aid packages offered by colleges to determine what final costs will be to attend college of choice.

May

_____ Be aware of summer orientation sessions.

June

GRADUATION! Best wishes and good luck!

RCBC Application Process

Fill out the RCBC Application at www.rcbc.edu:

Programs with special admission requirements:

Dental Hygiene
Diagnostic Medical Sonography
Health Information Technology
Hearing Instrument Science
Human Services
Nursing
Radiography

Fill out FASFA

Educational Opportunity Fund (EOF) . Students also fill out RCBC EOF Application
And provide copies of W2's for Parent and Child.

Take College Placement Test: (For more information, go to <http://staff.rcbc.edu/testctr>)

Special Education students' IEP's and 504's are given to RCBC to prepare
Accommodations for College Placement Test.

Send copy of Immunization Record to Admissions – Can be obtained from the High School
Nurse's Office or or Guidance Office.

Send Transcript to Admissions

Register for classes at Mount Laurel or Pemberton campuses

What is a Guaranteed Admission Program?

Rowan College at Burlington County's Guaranteed Admission Program is an inexpensive way for students to complete their bachelor's degree by providing a seamless transfer of courses and credits from RCBC to many four-year colleges and universities. Through this program, students are guaranteed admission to selected schools after graduating from RCBC provided that all the schools' criteria is met and a certain grade point average is maintained.

What are RCBC "Partner schools?"

Twenty seven colleges and universities have guaranteed admission agreements with RCBC. An additional six schools have program transfer agreements that provide for transfer in specific academic programs.

College Acceleration Program – C.A.P.

The College Acceleration Program is an innovative RCBC program designed for academically gifted high school students. C.A.P. offers high school students the opportunity to take college courses for college credit in their own high school.

FAQ About C.A.P.

What BCIT Courses are approved? Honors World, US I and US II History, Honors English I, II, III, IV, Pre-Calculus, Calculus, Honors Biology and Honors Chemistry are CAP-level courses. Also, many career major classes are worth RCBC credits, too.

Who Teaches C.A.P. Courses? Over 25 BCIT Medford Teachers are approved as RCBC adjuncts. Check with your school counselor to see if you are enrolled in an approved CAP course.

How Do Students enroll in CAP? Qualified high school students complete a Special RCBC Application for High School students (available from high school counselors). The application must be signed by the school counselor, parent/guardian (unless the student is 18 years old) and the student. The completed application and tuition check are sent to RCBC for processing. The student must achieve a grade of “C” or higher to receive credit from RCBC.

What are Advantages for C.A.P. Students?

C.A.P. provides students with broader, more challenging course offerings.

- Upon course completion, students receive an official RCBC transcript.
- C.A.P. students demonstrate proficiency at college level work – an asset in the college admissions process whether or not the students intend to continue their studies at RCBC after high school graduation.
- Students graduate with a high school diploma and a college transcript. Since RCBC credits are accepted at colleges and universities across the country, students have presented their transcripts and earned credits or advanced standing, upon starting college.
- RCBC affordable tuition and fees can represent a substantial cost savings, particularly if students are transferring their credits into much more expensive four-year colleges and universities.

Must C.A.P. Students Complete their degree at RCBC following High School Graduation?

While many students choose to attend RCBC following high school graduation, it is not a requirement of the C.A.P. program. C.A.P. students earn a RCBC college transcript which may be submitted for transfer to any college or university.

STUDENT RESUME FOR COLLEGE APPLICATIONS

Many college applications ask for information regarding out-of-school activities, awards, work and volunteer experience. Rarely does the college application provide enough space to adequately (or neatly) respond to this category.

A short resume is a good way of addressing this issue while presenting the information in a professional manner. Choose a format that you like best. In all cases, keep the format to one page. Highlight awards, leadership activities, and school-to-work programs. Write "see attached" in the space on the application that calls for this information.

As with anything you place in the college application, make sure it is neat, well organized, spelled correctly and properly labeled.

There are two general approaches to compiling this document, by grade level or activity. A grade level summary might be organized as follows:

Grade 9:

- Freshmen Basketball
- Member, Church Youth Group
- Member, Interact Club

Grade 10

- Varsity Basketball
- Hospital Volunteer
- Member, Big Brothers/Big Sisters

An activity format might be organized as follows:

Leadership Activities

- Grade 9 – Student Council Representative
- Grade 10- Student Council Treasurer
- Grade 11- Varsity Basketball Captain
- Grade 11- Future Business Leaders of America member

Art Activities

- 1st Place design winner, March of Dimes Logo contest
- National Doodle for Google contest

10 South Pine Ave
Anytown, NJ 08052
(H) 856 xxx-xxxx
(C) 609 xxx-xxxx
e-mailaddress@gmail.com

Kathy Jones

Education: 2006- Present Burlington County Institute of Technology
10 Hawkins Road
Medford, NJ 08055

Sports Medicine

- Physical Therapy, Therapeutic Modalities, Ultrasound, Muscle Stimulation
- Circuit Training, Taping, Nutrition
- Evaluation of Ankle and Foot Injuries
- Evaluation of Conscious and Unconscious Athlete

Certification: CPR Certified 2008
AED Certified 2008
First Aid Certified 2008

Awards Received: BCIT Honor Roll 2006 - 2007
BCIT Girl's Soccer, MVP Offense 2006 - 2007

Interest

& Activities: BCIT HOSA 2007 - 2008
BCIT Rebel 2007 -2008
BCIT Soccer 2006 - 2007
Mt. Laurel United Smash Soccer 2006 - Present
Maple Shade Hockey Association 2006 - Present

Volunteer

Experience: Child Care for Friends & Family Medford, NJ

Work Experience: Maple Shade Rec Center Maple Shade, NJ
• Soccer Referee 7-8 year olds 2006 - 2007
BCIT Student Trainer Medford, NJ
• Boys Basketball Team 2007

References: Ms. Joanne Sienkiewicz
BCIT Career Major Teacher
Sports Medicine
Medford, NJ 08055 609 654-0200

STUDENT ACTIVITY RESUME

John Q. Senior
222 Main Lane
Medford, NJ 08055
(609) 654-0200
SSN# 123-45-6789
Burlington County Institute of Technology

9th Grade

- Member of Freshmen Basketball
- Member of Interact
- Volunteered 50 hours in ABC Soup Kitchen

10th Grade

- Started 9 Varsity Basketball games
- Worked part-time at Sea Horse pools
- Member of Interact Club
- Member of Robotics Club
- Student of the Month for Mathematics (October)

11th Grade

- Varsity Basketball starter
- Member of Student Council
- Worked part-time at McDonald's restaurant
- Member of Robotics Club
- Student of the Month for Science (March)

12th Grade

- Varsity Basketball starter
- Captain of Varsity Basketball
- Member of Student Council
- Member of Interact Club
- Member of Robotics Club
- Principal's Honor Roll 1st and 2nd marking periods
- Worked part-time at McDonald's restaurant

COUNSELOR/TEACHER RECOMMENDATION REQUEST

Burlington County Institute of Technology
Medford Campus
Counseling Office

Graduation Date _____

Student Name _____

Career Major _____ Student ID # _____

I would describe myself as a person whom:

I want to pursue college because (career goals?):

My strengths are:

My most challenging event I had to face and how I coped was:

Awards or Honors that I have won are:

Sports I participated in or outside of school are:

Employment, nature of work, dates of employment, number of hours I worked were:

Extra-curriculum activities and work I participated in were:

An unusual circumstance I had to deal with was (i.e. Circumstances that affected your high school grades or inability to participate in sports or extra-curriculum activities – use a separate piece of paper if necessary):

Please list the colleges to which you plan to submit applications:

I understand that meeting college application deadlines is strictly my responsibility. I understand that recommendation requests must be submitted to my counselor at least 2 weeks before I expect them to be mailed.

Student Signature

Date

What is the FAFSA? www.fafsa.ed.gov

The *Free Application for Federal Student Aid*, or FAFSA, is the first step in the financial aid process. Use it to apply for federal student financial aid, such as the Pell Grant, student loans, and college work-study. In addition, most states and schools use FAFSA information to award their financial aid.

After you complete the FAFSA online, your FAFSA responses are formulated in a calculation. The result is your Expected Family Contribution, or EFC. The EFC is a preliminary estimate that measures your family's financial strength. It is subtracted from the Cost of Attendance at the school(s) you plan to attend to determine your eligibility for federal student aid.

How do I find out what my EFC is?

We will send you a report, called a *Student Aid Report* (SAR) by e-mail or by postal mail depending on the addresses that we have on file for you. The SAR lists the information you reported on your FAFSA. At the upper right of the front page of the SAR, you will find a number called the EFC.

How much aid do I get?

Schools use your EFC to prepare a financial aid package (grants, loans, and/or work-study) to help you meet your financial need. Financial need is the difference between your EFC and your school's cost of attendance (which can include living expenses).

TIP: If you or your family has unusual circumstances that affect your financial situation, contact your school's financial aid office. Some examples include: unusual medical expenses, or a large change in income from last year to this year.

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Schools use your EFC to prepare a financial aid package (grants, loans, and/or work-study) to help you meet your financial need. Financial need is the difference between your EFC and your school's cost of attendance (which can include living expenses).

TIP: If you or your family has unusual circumstances that affect your financial situation, contact your school's financial aid office. Some examples include: unusual medical expenses, or a large change in income from last year to this year.

When do I get the aid?

Your financial aid will be paid to you through your school. Typically, your school will first use the aid to pay tuition, fees, and room and board (if provided by the school). Any remaining aid is given to you for your other expenses.

Where can I get more information about student aid?

The financial aid office at the school you plan to attend is the best place to get information about federal, state, school and other sources of student financial aid.

You can also check out these resources:

- www.studentaid.ed.gov
- www.students.gov
- Your high school counselor's office
- Your local library

FAFSA General Student Aid Information

Tips for Getting Aid without Delay!

Financial aid administrators and guidance counselors from around the country agree that the following tips speed up the application process.

- **Important: Read the instructions!**
Many questions on the FAFSA are straightforward, like your Social Security Number. But many questions are asked specifically for purposes of student financial aid. Common words like "household," "investments," and even "parent" may have special meaning. Read all instructions carefully.
- **Apply Early!**
State and school deadlines will vary and tend to be early. Check with them to find out their exact deadline dates.

Federal Student Aid will process your FAFSA if it is received on or before the deadline. However, in order for you to actually receive aid, your school must have correct, complete FAFSA information before your last day of enrollment.
- **Complete Your Tax Return!**
We recommend that you (and your parents if you are a dependent student) complete your tax return before filling out your FAFSA. This will make completing the FAFSA easier. **If you have not filed your tax return yet, you can still submit your FAFSA but you must provide correct income and tax data once you have filed.**
- **Save Time: File Electronically!**
Complete and submit your FAFSA online. It is the fastest and most accurate way to apply for student aid.
- **Ask: Do I Need Additional Forms?**
Many schools and states rely on the FAFSA as the single application for student aid. However, it would be wise to check with your state agency and the financial aid office at the school that you plan to attend to find out if they require additional forms.

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