



# CHS Counseling: Post-Secondary Education Quick Reference Guide

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**Code: 112623**

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The task of choosing the most appropriate post-secondary option is exciting, but it can also be overwhelming. This choice has a great impact on a student's future direction in life, so it is important to take the time to consider and explore the many options available. Use this resource, the advice of your counselor and significant others in your life, as well as other outside resources to make an informed, well-directed decision. – Centennial High School Counselors

## Choosing a Postsecondary Option

Consider the following in your decision process:

- Academic Environment
- Majors
- Geographic Locations
- Campus Size
- Affordability
- Housing and Dining
- Health and other services
- Student Life

## College Application Tips

- Read all requirements thoroughly
- Complete the application in full and provide supporting material only if requested (transcript, recommendation, etc.)
- Follow directions
- Neatness counts
- Write an essay (if required) that makes a strong impression – be personal and specific
- Meet all deadlines
- Put your name on all pages
- Keep a back-up copy in case anything goes wrong
- Proofread the entire application carefully
- Ask for help if you need it. If you have a question, contact the college's admissions office.

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"I read your college application essay. First of all the word 'COLLEGE' has two 'L's.'"

## Scholarships

Scholarships are financial aid that help a student pay for college and do not have to be repaid. Scholarships are generally reserved for students with special qualifications such as academic, athletic or artistic talent. Awards may also be available for students interested in particular fields of study, who are members of underrepresented groups, who live in certain areas of the country, or who demonstrate financial need. Some private scholarship sponsors occasionally establish scholarships with esoteric eligibility requirements—such as a scholarship for left-handed students. While these are rare, they attract a lot of attention because they are so unusual.



*Where do you find these scholarships?*

- Free online, personalized scholarship search services that compare your qualifications with a database of awards (see list on back)
- Contact the colleges you are applying to and ask about university-based scholarship opportunities and procedures
- Visit the CHS Scholarship Database regularly for updated local, regional and national scholarship opportunities
- Complete the FAFSA after January 1 of your senior year to apply for federal and state aid programs, including HOPE

## FAQs: Transcripts, Letters of Rec and More

### How does a student request a transcript?

- Pick up assigned Parchment Registration Code and Transcript Order instructions from the counseling office
- Go to Parchment.com and follow the instructions for ordering your transcript—allow 10 school days for processing
- Track the delivery of your transcript through your Parchment account. Once sent, verify it has been received by the recipient

### What if I need a counselor recommendation?

- All college recommendations are to be submitted electronically through either the Common Application, Send Edu, or the college's preferred online portal. Enter your counselor's name and email address (verify you entered the correct address)
- Recommendation Forms for scholarships or other institutions which are not available electronically should be printed out. The student should complete/sign the necessary sections as indicated.
- Go to the College Planning tab on [www.mycentennialcounseling.com](http://www.mycentennialcounseling.com) and complete both the Student and Parent portions of the CHS Senior Profile. Save and email to your counselor or print out a copy to attach to your recommendation request card you will submit.
- Fill out a Counselor Recommendation Request form in the counseling office. Indicate on the card your deadline and which electronic recommendation portal the counselor should receive your online request from.
- Give your counselor at least 10 school days complete recommendations.

*Requests for counselor recommendations and transcripts for applications with a deadline which falls between December 15<sup>th</sup> and January 5<sup>th</sup> must be submitted by Dec 12th to ensure on time delivery.*

### How do I request a teacher recommendation?

- Ask your selected teacher(s) in advance if they will write a recommendation on your behalf
- Provide them with a copy of your Senior Profile and/or resume
- All college recommendations are to be submitted electronically through either the Common Application, Send Edu, or the college's preferred online portal. Enter your teacher's name and email address (verify you entered the correct address)
- Allow your teacher plenty of time to complete your recommendation – at least 10 school days

### How do I get my class rank?

- Email your counselor and request your class rank. The first class rank will not be available until after Labor Day

### How do I have my SAT or ACT scores reported to colleges?

- Specify colleges to which scores should be reported when registering for the test
- If you have already taken the test and have not had your scores reported, contact the testing service to request that score reports be sent to the college(s) of your choice (incurs fees for service)

## Responsibilities in the College Application Process

**Students** are responsible for:

- Completing applications
- Meeting deadlines
- Submitting requests for teacher/counselor recommendations in a timely manner (at least 10 days prior to due date)
- Sending required standardized test scores (SAT/ACT)
- Following the admissions policies and procedures of each college or university – Remember all college applications are not the same. Specific questions concerning admission requirements or procedures should be addressed to the undergraduate admissions office of that college.
- Submitting applications, requesting official transcripts, counselor recommendations, etc.

**Parents** are responsible for:

- Allowing students to “own” the process

**Colleges and Universities** are responsible for:

- Providing students with information
- Allowing you until May 1 to respond to an offer of admission and/or financial aid, except for early decision candidates

**CHS Counseling Office** is responsible for:

- Providing students and parents with information and counsel which will enable them to make educated decisions regarding college choices and progressing through the admissions process
- Processing secondary school report forms, transcripts, and counselor recommendations in a timely manner to ensure the meeting of deadlines

## Types of Admission Decisions

**Early Admission:** An exceptional student would terminate his/her high school education after the junior year without earning a high school diploma and enroll in college

**Early Decision:** Allows a student to apply prior to an early deadline for an early determination of admissibility. IT IS NORMALLY BINDING!

**Early Action:** Invites early applications but does not require the student to attend if accepted. Typically Non-Binding!

**Deferred Decision:** Is the determination of the college or university that more information is needed to make a final decision about a candidate's application

**Rolling Admissions:** The applicant is notified as soon as the application has been processed and the file is complete

**Open Admissions :** Students notified of acceptance upon application (usually community colleges)

**Deferred Admission :** Permits a student, once accepted, to postpone matriculation for one year

**Conditional Admission:** Admitted provided that you continue to meet the requirements of the school or complete additional coursework/supplemental program

## The GPA Mystery Unlocked

**Numeric Grade Average (NGA):** The final semester grade for every attempted HS course is averaged together on a 100 point scale. NGA includes honors points. Fulton County School System uses an NGA for reporting to colleges and calculating class rank. (ex. 87.4412)

**4.0 Cumulative Grade Point Average (GPA)\*:** Every semester grade on the transcript is converted from numerical to a 4.0 scale and then averaged together. A = 4, B = 3, C = 2, Failing = 0 (ex. 2.254)

\*Fulton County does not convert NGAs to GPAs for college applications. Colleges are accustomed to seeing the numerical average on a 100 point scale. Many colleges will convert student records to their own scale.

**Core GPA:** Same as 4.0 GPA above, but it only includes grades for English, Math, Science, Social Studies and World Language classes. “7” points may or may not remain in the grade depending on the college/program.

**HOPE GPA:** Same as Core GPA shown above. All AP, honors, and college courses are stripped of their 7 points and converted to the 4.0 scale

- Honors and College courses then simply convert  
Ex. 92 – 7 = 85 and 85 = 3.0
- An AP grade is stripped, converted and then receives .5 to the grade  
Ex. 92 in an AP class becomes 85 and converted to a 3.5 for HOPE; maximum 4.0
- Overall GPA must be 3.0 for HOPE or 3.7 for Zell Miller
- HOPE does not count middle school grades

Please note that personal calculations can give students an *idea* of where they stand, but are *only estimates*. The only official calculation comes from the **Georgia Student Finance Commission**.

## Primary Online Sources

- ◆ College Websites (i.e. [www.uga.edu](http://www.uga.edu) or [www.gatech.edu](http://www.gatech.edu))
- ◆ [www.gcic.peachnet.edu](http://www.gcic.peachnet.edu)  
(username: student ID#s/password: Knights1)
- ◆ HOPE/Zell Miller Scholarships: [www.gacollege411.org](http://www.gacollege411.org)
- ◆ Entrance Exams: [www.collegeboard.org](http://www.collegeboard.org) and [www.actstudent.org](http://www.actstudent.org)
- ◆ Federal Student Aid / FAFSA : <http://studentaid.ed.gov>

### What are some of the best college & scholarship search websites?

[www.bigfuture.collegeboard.org](http://www.bigfuture.collegeboard.org)  
[www.collegeprowler.com](http://www.collegeprowler.com)  
[www.inlikeme.com](http://www.inlikeme.com)  
[www.hscounselorweek.com](http://www.hscounselorweek.com)  
[www.nces.ed.gov/collegenavigator](http://www.nces.ed.gov/collegenavigator)  
[www.cappex.com](http://www.cappex.com)  
[www.meritaid.com](http://www.meritaid.com)  
[www.zinch.com](http://www.zinch.com)  
[www.unigo.com](http://www.unigo.com)  
[www.fastweb.com](http://www.fastweb.com)  
[www.finaid.org](http://www.finaid.org)  
[www.usnews.com/education](http://www.usnews.com/education)  
[www.atlantascholarships.com](http://www.atlantascholarships.com)