



# College Process Handbook 2021-2022



# Welcome to the College Process

In the wise words of Dr. Seuss, “You have brains in your head. You have feet in your shoes. You can steer yourself, any direction you choose!” Each of you has a bright future ahead and within your four years of Holy Cross, the hope is that you have created and pursued your dreams, lived your life to the fullest and are prepared for the next challenge ahead.

This booklet gives you the details of the college search and application process, beginning with how to begin the process to eventually applying to colleges. Topics include:

- College Counseling Timeline
- SAT & ACT Dates and Registration Deadlines
- Naviance
- Requesting Letters of Recommendation Through Naviance
- Creating a College List
- College Representative Visits 2021 (Visits will be announced in September)
- Visiting College Campuses
- College Interviews
- College Application Process
- College Essay
- Financial Aid

The Guidance Department is here to help you along this journey and will advise you in a direction that leads to success! Please feel free to stop by to see us anytime, schedule an appointment or email us with questions. We look forward to working with you to find the most suitable school for you!

Best of Luck,

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# COLLEGE COUNSELING TIMELINE FOR CLASS OF 2022

September 2, 2021	Senior Parent College and Financial Aid Information Night (6:30pm)
September - December 2021	Student and Parent meetings with counselor as needed
September – November 2021	College Admissions Representatives visit Holy Cross (**2021 visits will be available in September)
October 1, 2021	FAFSA- first day to submit application for processing
October 2, 2021	SAT (offered at HC)
October 23, 2021	ACT (offered at HC)
November 1, 2021	Deadlines- many colleges Early Decision (ED) and Early Action (EA) deadline
December 2021	Please note that the Guidance Office will not be open during the Christmas holiday vacation. Students should plan ahead and request their transcripts and recommendations be sent to colleges at least one week before school vacation.
December 2021 - May 2022	Inform counselor of all of your college decisions!!
April 1, 2022	Most colleges provide admission decisions by this date.
May 1, 2022	Universal Reply Date (students must respond to colleges regarding their enrollment decision)

## ANTICIPATED SAT DATES AND REGISTRATION DEADLINES

TEST DATE	REGISTRATION DEADLINE	LATE REGISTRATION DEADLINE
August 28, 2021	July 2021	August 2021
October 2, 2021	September 2021	September 2021
November 6, 2021	October 2021	October 2021
December 4, 2021	November 2021	November 2021
March 12, 2022	February 2022	March 2022
May 5, 2022	April 2022	April 2022
June 2, 2022	May 2022	May 2022

To register, please visit [www.collegeboard.org](http://www.collegeboard.org)

## ANTICIPATED ACT DATES AND REGISTRATION DEADLINES

TEST DATE	REGISTRATION DEADLINE	LATE REGISTRATION DEADLINE
September 11, 2021	August 2021	August 2021
October 23, 2021	September 2021	October 2021
December 11, 2021	November 2021	November 2021
February 5, 2022	January 2022	January 2022
April 16, 2022	March 2022	March 2022
June 11, 2022	May 2022	May 2022
July 16, 2022	June 2022	June 2022

To register, please visit [www.act.org](http://www.act.org)

# NAVIANCE

Many components of the Holy Cross Guidance curriculum is powered by a computer database called Naviance. All students have an account with a username and password to access their profiles starting in Grade 9. If you have forgotten your username or password, please see your School Counselor to obtain it.

## **STUDENTS use Naviance to:**

- Create a resume
- Complete the Interest Inventory Profiler
- Utilize the College Search engine
- Compare schools, admission requirements and view acceptance rates
- Create College lists
- Request Letters of Recommendation (See below)
- Connect to their Common App
- Receive valuable information via Email

## **GUIDANCE uses Naviance to:**

- Evaluate student's career interests
- Help navigate College searches
- Guide students to finalizing College Lists
- Send Letters of Recommendation
- Send School Reports to Colleges
- Send Transcripts to Colleges

## **TEACHERS use Naviance to:**

- Receive requests for and send Letters of Recommendation

## **REQUESTING LETTERS OF RECOMMENDATION THROUGH NAVIANCE**

Most schools require two letters of recommendation for admission. However, some schools may require more. Be sure to check each school's requirements regarding the recommended amount of letters they require for application. Letters of recommendation typically come from teachers that can speak on behalf of your academic work. Schools may also accept and/or request letters from a leadership or community service supervisor, and/or athletic coach. Think about the educators who know you best and will be able to write a letter that represents your academic strengths, character and dedication to your educational experience.

### **STEPS TO REQUEST LETTERS OF RECOMMENDATION**

**Step 1:** Request in-person, a letter of recommendation from your teachers, counselors, supervisors and/or coaches. It is important that you do this first. Provide the teacher with a completed Teacher Recommendation Request Form at the time of the request. Forms are available on PlusPortals.

**Step 2:** Login to Naviance, and click on the "COLLEGE" tab.

**Step 3:** In the "MY COLLEGES" section, click on "LETTERS OF RECOMMENDATION"

**Step 4:** Click on "ADD REQUEST"

**Step 5:** In the drop down box, select the Holy Cross Teacher you have requested to write the Recommendation. Select "All current and future colleges I add..."

**Step 6:** Please feel free to add any additional comments to your teacher; including any resume components that you feel may not have been included on the Teacher Recommendation Request Form that you already provided to them (Step 1). Click on “SUBMIT REQUEST”. A request email will be sent directly to that teacher who will then upload the letter directly to Naviance.

\*Each teacher request will require you to repeat steps 1-6. You can not select multiple teachers at once.

**Step 7:** Send a thank you note to your teacher after the letter is written!

# CREATING A COLLEGE LIST

Students can use a number of resources to create a list of potential schools including the college search feature in Naviance, CollegeBoard.org or a myriad of other tools. **The ultimate goal is to find the right fit.**

## Things to Consider:

1. Location
2. Size of school
  - a. Less than 2,500 = small school
  - b. Between 2,500-10,000 = medium school
  - c. Over 10,000 = large school
3. Type of setting
  - a. Rural (quiet, lots of land i.e.: Woodbury, Thomaston)
  - b. Suburban (Close to the city, but in it's own location i.e.: Naugatuck, Southington)
  - c. Urban (City i.e.: Waterbury, Hartford, Danbury, New York City, Boston)
4. Public or Private institution?
  - a. Public= State funded, lower sticker price
  - b. Private= Privately funded, higher sticker price but typically have more financial aid and awards to offer
5. What do you want to study?
  - a. If you are undecided and need help understanding the different majors available, speak with your School Counselor to get a better understanding.
  - b. It's also OKAY to apply to college as an UNDECIDED major. For many schools, your first year is a "foundational year" filled with prerequisite and required courses for graduation. Majors typically must be declared by sophomore year.
6. Student Life
  - a. Athletics: Colleges can offer; Division I, II, III, club and intramural level sports. Division I and II require registration with the NCAA Clearing House at [www.eligibilitycenter.org](http://www.eligibilitycenter.org). See your School Counselor if you are unsure if you need to do this or need help registering.
  - b. Clubs
  - c. Community Service
  - d. Culture
  - e. Religion
7. Job placement/Internship opportunities
8. The List
  - a. Safety School - Student meets or exceeds all admissions criteria
  - b. Match/Target/Realistic Schools – the Perfect Fit!  
Student meets all or most admissions criteria
  - c. Reach Schools  
Student meets some admissions criteria  
Exceptions: Ivy League, highly competitive, small institutions

## WHAT DO COLLEGES REALLY LOOK FOR IN AN APPLICANT?

- |  |   |
|--|---|
| 1. Application ( <i>Required</i> )               | 6. Extra-Curricular Activities<br>( <i>Recommended</i> )        |
| 2. Transcript ( <i>Required</i> )                | 7. Community Service/Service projects<br>( <i>Recommended</i> ) |
| 3. Test Scores (SAT/ACT) ( <i>Most schools</i> ) | 8. Leadership ( <i>Recommended</i> )                            |
| 4. Essay ( <i>Most Schools</i> )                 |   |
| 5. Letters of Recommendation ( <i>Required</i> ) |   |

## COLLEGE REPRESENTATIVE VISITS 2021

College/University Admissions Representatives will meet with interested juniors and seniors to discuss their respective schools, starting in September. Students will have the opportunity to learn more about the school and make a personal connection with an admissions officer. Students should login to Naviance for scheduled virtual visits!

Appt Type/Fair Name	College	Appt Date	Appt Location or Virtual Visit URL
In-Person Appointment	Bryant University	9/14/2021	Guidance
In-Person Appointment	Southern Connecticut State University	9/14/2021	Room 125
In-Person Appointment	Eastern Connecticut State University	9/14/2021	Room 123
Virtual Appointment	Bentley University	9/15/2021	<a href="https://bentley.zoom.us/j/96940745521">https://bentley.zoom.us/j/96940745521</a>
In-Person Appointment	Marist College	9/16/2021	Room 123
In-Person Appointment	St. Bonaventure University	9/16/2021	Guidance
In-Person Appointment	Massachusetts College of Pharmacy and Health Sciences	9/16/2021	Room 121
In-Person Appointment	King's College	9/17/2021	Guidance
Virtual Appointment	Seton Hall University	9/17/2021	<a href="https://us02web.zoom.us/j/86048418381">https://us02web.zoom.us/j/86048418381</a>
Virtual Appointment	University of Miami	9/17/2021	<a href="https://miami.zoom.us/j/92674785894">https://miami.zoom.us/j/92674785894</a>
In-Person Appointment	Sacred Heart University	9/20/2021	Guidance
In-Person Appointment	Western New England University	9/21/2021	DCR2
In-Person Appointment	Providence College	9/21/2021	Room 123
In-Person Appointment	Iona College	9/21/2021	Guidance
In-Person Appointment	University of New England	9/22/2021	Guidance
In-Person Appointment	The College of Saint Rose	9/22/2021	Room 129
In-Person Appointment	Roger Williams University	9/23/2021	Guidance
In-Person Appointment	Savannah College of Art & Design	9/27/2021	Guidance
Virtual Appointment	University of Maine	9/28/2021	<a href="https://maine.zoom.us/j/3339484171?pwd=R2tGUDhwZ3NDUG1EQUsDYTBIRFISUT09">https://maine.zoom.us/j/3339484171?pwd=R2tGUDhwZ3NDUG1EQUsDYTBIRFISUT09</a>
In-Person Appointment	Albertus Magnus College	9/29/2021	Guidance
In-Person Appointment	Lasell University	9/30/2021	Guidance
In-Person Appointment	Saint Joseph's College of Maine	9/30/2021	Room 125
In-Person Appointment	Mount Saint Mary College	9/30/2021	Room 121
In-Person Appointment	Endicott College	10/4/2021	Guidance
In-Person Appointment	State University of New York at New Paltz	10/4/2021	Cafeteria
In-Person Appointment	Regis College	10/5/2021	Room 123
In-Person Appointment	Merrimack College	10/5/2021	Guidance
Virtual Appointment	University of Bridgeport	10/5/2021	<a href="https://bridgeport.zoom.us/j/92968444845">https://bridgeport.zoom.us/j/92968444845</a>
In-Person Appointment	Central Connecticut State University	10/6/2021	Guidance



Appt Type/Fair Name	College	Appt Date	Appt Location or Virtual Visit URL
In-Person Appointment	University of Scranton	10/7/2021	Guidance
In-Person Appointment	Emmanuel College	10/7/2021	Room 121
In-Person Appointment	Anna Maria College	10/7/2021	Room 123
Virtual Appointment	Binghamton University	10/8/2021	
Virtual Appointment	Husson University	10/8/2021	
Virtual Appointment	University of Connecticut	10/14/2021	<a href="https://zoom.us/j/3803599400?pwd=OFcrZXdEQ3lVVDRZcGdxRnZUMWlJUT09">https://zoom.us/j/3803599400?pwd=OFcrZXdEQ3lVVDRZcGdxRnZUMWlJUT09</a>
In-Person Appointment	University of Dallas	10/14/2021	Guidance
Virtual Appointment	Johnson & Wales University – Providence	10/15/2021	<a href="https://jwu.zoom.us/j/7782922428?pwd=ZjZRdFRvaGl3S3NrdHpuMTJvcVQ0dz09">https://jwu.zoom.us/j/7782922428?pwd=ZjZRdFRvaGl3S3NrdHpuMTJvcVQ0dz09</a>
Virtual Appointment	Massachusetts Maritime Academy	10/15/2021	<a href="https://maritime-edu.zoom.us/j/97302111152?pwd=YzB0VTU4QkpERINDR0xtR3VlU1N6QT09">https://maritime-edu.zoom.us/j/97302111152?pwd=YzB0VTU4QkpERINDR0xtR3VlU1N6QT09</a>
In-Person Appointment	Stonehill College	10/18/2021	Guidance
In-Person Appointment	Saint Joseph's University	10/18/2021	Room 125
In-Person Appointment	Quinnipiac University	10/19/2021	Guidance
In-Person Appointment	Hofstra University	10/20/2021	Guidance
Virtual Appointment	Springfield College	10/20/2021	<a href="https://springfield.zoom.us/j/82283804925">https://springfield.zoom.us/j/82283804925</a>
In-Person Appointment	American International College	10/22/2021	Guidance
Virtual Appointment	Catholic University of America	10/22/2021	<a href="https://cua.zoom.us/j/83905845424">https://cua.zoom.us/j/83905845424</a>
In-Person Appointment	Monmouth University	10/26/2021	Guidance
In-Person Appointment	University of New Haven	10/26/2021	Guidance
In-Person Appointment	Salve Regina University	10/26/2021	Room 121
In-Person Appointment	College of the Holy Cross	10/29/2021	Guidance
In-Person Appointment	Saint Joseph's University	11/3/2021	Guidance
In-Person Appointment	Elms College (College of our Lady of the Elms)	11/4/2021	Guidance
Virtual Appointment	Xavier University	11/5/2021	<a href="https://admissions.xavier.edu/register/?id=6902c400-408f-401f-a245-854974cfa46a">https://admissions.xavier.edu/register/?id=6902c400-408f-401f-a245-854974cfa46a</a>
In-Person Appointment	Saint Edward's University	11/5/2021	Guidance

# VISITING COLLEGE CAMPUSES

*Students are allowed 3 excused absences from school to visit colleges. Students must see their Guidance Counselor to obtain the appropriate form to be completed and returned before their visit day. Student should try to make appointments at colleges on days that Holy Cross is not in session, holidays, Saturdays, etc.*

Visiting a college is the best way to get to know the school and decide whether or not it may be a good fit. Finding the right fit will depend on a number of factors including, the size of the school, the strength of the curriculum, the facilities, the environment and the student body.

Colleges and universities offer a wide variety of opportunities for visitors. College information sessions, typically led by an admissions officer, and official tours, typically led by a current student, are highly recommended. Classroom visits, admission interviews, overnight programs, meetings with staff and faculty or special program directors and coaches and informal conversations with students are also experiences that may be beneficial to you. Tip: Sending a thank you note after an interview or tour can go a long way and helps build your profile for college admission counselors.

## COLLEGE INTERVIEWS

Many colleges offer the opportunity for prospective students to interview. Interviews may be available on campus with an admissions officer, a student intern, or even off-campus in your own community with an alumni representative. Most interviews are informational in nature and offer the student the opportunity to ask questions and get to know the school better. They also allow the interviewer to get to know the student better. Some interviews carry more weight in the admissions and application process. In either case, a college interview is a great way for a student to express their level of interest in a school and make it a more personal process.

*\*Students can see their Guidance Counselor for interview tips and sample interview questions.*

## COLLEGE APPLICATION PROCESS

Once you have finalized your college list, it's finally time to apply! The first thing you need to do, is check the deadlines to all schools to which you are applying. These are stated in Naviance, as well as on the college website. Before you apply, determine which application deadline you will be using. Below is a description of the different types of application deadlines:

**Early Decision (Binding)**- You are only allowed to apply "Early Decision" (ED) to ONE school. This application is a binding contract that means, if you are accepted, YOU MUST ATTEND THAT SCHOOL! Be sure that this is your first choice school and that you absolutely want to go there!

**Early Action (non-Binding)**- EA Deadlines are much earlier than regular or rolling decision deadlines. Applying EA shows the school that you are highly interested in their institution and have a good chance of attending if you are accepted. There is no binding contract with "Early Action". A few advantages to applying early action is, getting a head start on deciding what schools you were accepted to as well as the opportunity to be awarded more financial aid.

**Regular Decision**- This is the most common type of application. Deadlines can vary widely- from December 1st to February 15th. Even if you are applying Regular Decision, the Guidance Department encourages you to submit your application as early as possible.

**Rolling Admissions**- This application does not have a deadline and the school can accept students, up until the first day of classes. Guidance advises you to NOT wait until the last minute! The longer you wait, the less financial aid you can be offered!

**\*Deadlines-** Be cautious of specific deadlines for applications (found on Naviance and college websites). If there is a deadline, make sure applications are in BEFORE the date, not the day of! Applications will be looked at based on the postmark date.

**SAVE TIME:** Check [www.Commonapp.org](http://www.Commonapp.org) to see if the schools you are applying to are offered through Common App. Common app is a website that allows you to send the same application to multiple schools instead of individual applications for each school. (Not all schools are available through Common App).

## **COLLEGE ESSAY**

All students at Holy Cross should complete their college essay in their senior English classes. The essay is sometimes optional for applications, but is typically used in the final factors of being accepted or denied from a school.

Grammar is critical in essays. You should take twice the amount of time it takes you to write the essay to edit it! Have multiple people read it before submitting it to a school. Proof read, proof read, proof read!

Common app essay prompts are available on [www.commonapp.org](http://www.commonapp.org).

## **COLLEGE APPLICATION**

### **Student Responsibilities:**

1. Completing the Application (either Common Application or the College's own unique Application)
2. Writing the College Essay: Holy Cross students will work on their college essay in their senior English classes at the beginning of the year. Teachers will help them to edit and refine their essays.
3. Requesting letters of recommendations from their teachers in person THEN through Naviance. This should be done at least 3 weeks before deadlines!
4. Providing your Guidance Counselor with the HCHS Guidance Recommendation Form and Brag Sheet so that they can write your Counselor Recommendation Form.
5. Requesting transcripts from Guidance Counselors (at least 2 weeks before deadlines!)
6. Sending SAT and/or ACT scores to schools
7. Applying for scholarships (Local scholarships found in the School Counseling office)
8. DIVISION I and II ATHLETES ONLY: Registering with the NCAA clearinghouse before going on any official visits to schools (i.e. Overnight visits). Visit [www.eligibilitycenter.org](http://www.eligibilitycenter.org) to register.
9. Completing Financial Aid forms (this should be done with parents/guardians). You can apply for Financial aid starting October 1! Apply early, DO NOT wait until being accepted. All Students should complete the FAFSA (Free Application for Federal Student Aid) and only the CSS profile, if applicable.
10. Advising your School Counselor where you were accepted and ultimately where you decide to enroll!

### **School Counselor Responsibilities:**

1. Help students organize college lists and help with applications if necessary.
2. Sends Transcripts and secondary school reports to colleges of choice
3. Sends Counselor recommendations to schools of choice.
4. Sends letters of recommendations from teachers through Naviance to schools of choice.

### **Family Responsibilities:**

1. Apply for Financial Aid  
Every family applying to college must apply for financial aid even if you do not plan on using it. Please visit [www.fasfa.ed.gov](http://www.fasfa.ed.gov) starting October 1 to apply.
2. Fill out the CSS Profile if necessary (typically with Early Action and/or Early Decision applications).



**HOLY CROSS**  
H I G H S C H O O L

**BRAG SHEET**

STUDENT'S NAME \_\_\_\_\_ HR \_\_\_\_\_

**HOLY CROSS ACTIVITIES (NON-ATHLETIC):**

Activity	grades of participation	offices/awards
_____	_____	_____
_____	_____	_____
_____	_____	_____

**HOLY CROSS ATHLETICS:**

Team	level	grades of participation	honors/awards
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**ACTIVITIES/ATHLETICS OUTSIDE OF HOLY CROSS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COMMUNITY/VOLUNTEER SERVICE:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT (IF APPROPRIATE):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ I give Holy Cross permission to release the information contained on this form. It is true and accurate to the best of my knowledge.

Signed \_\_\_\_\_ Date \_\_\_\_\_

# Holy Cross High School Guidance Recommendation Form

STUDENT'S NAME \_\_\_\_\_ HR \_\_\_\_\_

What is your intended Major? And Why?

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List 3 Adjectives that best describe you as a person:

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What are the accomplishments you are most proud of and why?

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What extracurricular activity or job experience has been most meaningful to you and why?

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Are there any circumstances in your life that may have had an impact on your academic performance?

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Please add any additional information you wish to share with your Guidance Counselor.

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# HOLY CROSS

H I G H S C H O O L

## GUIDANCE DEPARTMENT

587 Oronoke Road Waterbury, CT 06708 • Phone: (203) 757-9248 • Fax: (203) 757-3423  
[www.HolyCrossHS-ct.com](http://www.HolyCrossHS-ct.com)

### Teacher Recommendation Request Form

**Instructions:** Four weeks before the first application deadline, complete a *Teacher Recommendation Request Form* for each teacher you ask to write a recommendation. In order to help teachers write their recommendation, answer the questions on page two, and check with the teacher to see if they have their own individual questionnaire or would like any additional information. If you apply to additional colleges, please inform your teachers so they can update their Naviance accounts.

Name of Student: \_\_\_\_\_  
First MI Last

Student Phone: \_\_\_\_\_ Student Email: \_\_\_\_\_

Name of Teacher: \_\_\_\_\_ Name of School Counselor: \_\_\_\_\_

\*\*\*\*\*

Name of Student: \_\_\_\_\_  
First MI Last

Student Phone: \_\_\_\_\_ Student Email: \_\_\_\_\_

**In order to help your teacher write your letter of recommendation, answer the following questions as completely as possible. (Note: This page only needs to be filled out one time for each teacher.)**

1. How long have you known this teacher and in what context? (i.e. teacher, coach, club advisor)
  
2. List the course(s) you took with this teacher. For each course, include the year in school and course level.

Name of Course	Year in School	Course Level

3. Do you have an intended major/area of study?
  
4. What about this teacher's class did you enjoy or find most interesting?

(over)

5. What significant memory, situation, or contribution you made comes to mind when you think of this teacher's class?
  
  
  
  
  
  
  
  
  
  
6. What were your greatest strengths and relative weaknesses as a student in this teacher's class?
  
  
  
  
  
  
  
  
  
  
7. List any in- or out-of-school awards received or exams taken (along with your score) relevant to this teacher's class (i.e. National Latin Exam, Intel Science, AP exams, SAT Subject Tests).
  
  
  
  
  
  
  
  
  
  
8. Is there any additional information you feel this teacher should know *related to their class*? (i.e. extracurricular, work, or summer experiences or other relevant courses at Holy Cross or outside of school; English: what was the topic of your research paper?; Science: what role did you play in labs?; World Language: have you studied any other languages?)