



**2017–2018
College Applications &
Scholarships Guidebook**

Faith Heritage School
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Our Mission Statement:

Faith Heritage School exists to glorify God by providing a sound, Biblically integrated program in order to assist parents and churches in equipping students for Christian living and service within today's changing world.

Core Values and Outcomes

The goal of a Faith Heritage School education is to prepare our students academically and spiritually for their life beyond high school. Jesus tells us that the greatest command is to "love the Lord your God with all your heart, and with all your soul, and with all of your strength, and with all of your mind." (Luke 10:27)

At Faith Heritage, we are committed to helping our students understand that not only did God create them...but He created them with a purpose!

Prayerful outcomes for a Faith Heritage graduate...

Love the Lord your God with all your **HEART**

Intimate Relationship with Christ

- A life that is firmly rooted in Christ, nurtured by prayer, and governed by God's Word
- A life that demonstrates a heart of grace and the character of Christ
- A heart of worship and praise

Love the Lord your God with all your **SOUL**

Unique Purpose

- Discovering and maturing in spiritual gifts and abilities
- Knowing God's purpose, direction, and will for their life
- Using all that God entrusts us with to live a life that brings Glory to God

Love the Lord your God with all your **STRENGTH**

Authentic Servanthood

- Reaching out to Syracuse and the world with the love of Christ
- Equipped to effectively minister in the local church

Love the Lord your God with all your **MIND**

Academically Prepared

- Equipped to impact Syracuse and the world through biblical thought and action
- Academically prepared to excel in college, the community and in the workplace
- Spiritually prepared to persevere and to defend the faith
- Seeking to grow and improve with a thirst for achievement

General Information

Before starting your applications, please read this Guidebook all the way through. The most important things you need to know about preparing and submitting college applications have been included here. If at any time, you have a question or concern, please feel free to stop by Guidance for assistance. We look forward to working with you through the college application process!

College Research

A good place to start the college search is by considering the results of the Career Interest Profiler completed in 11th grade. Log in to Naviance to look at majors/careers that are a good match for you. Once you've narrowed down your area of interest, you can use the college search features of Naviance to find colleges with that major. As you find colleges that interest you, it would be helpful to add them to your "Colleges I'm Thinking About" list for convenient future reference.

Once you have your list of colleges to which you are considering applying, you can begin the process of researching each colleges application and admissions requirements in Naviance. You should take note of the following items:

- Application deadlines
- Letters of Recommendation requirements
- SAT or ACT Score requirements
- SAT Subject Test requirements
 - *Please note that all SAT and/or ACT Scores must be reported to colleges directly from the testing service. This would include AP Scores as well.*

Types of Applications

The Common Application (Common App): Close to 500 colleges/universities accept the Common Application, available at www.commonapp.org. If you two or more colleges you are applying to accept the Common App, you may want to consider using it. Please see the directions for submitting applications via the Common App for more specific instructions.

SUNY Applications: Apply online at www.suny.edu, or through links on the websites of individual SUNY schools. **The application fee is \$50.00 per campus choice.** You can apply to more than one college on the same application form.

- Supplemental Application Forms are required by some of the SUNY 4-year colleges/universities. Check the SUNY website for a list of schools requiring supplemental forms.
- SUNY schools are now members of the Common App. If you are applying to both private schools and SUNY schools, the Common App may be the most efficient way to submit your applications.
- *OCC applications are free.* They are available on the OCC website, sunyocc.edu. Do not apply to OCC using the SUNY application or you will be charged a fee.

Other Private or Public Colleges/Universities: See general admissions/application information available in Naviance. Visit it their websites for specific information on how to apply and for directions on submitting application documents.

Working with your Counselor through the College Application Process

During the first Senior Seminar in early September, Mrs. Lape will review the college application process with Seniors as well as answering general application questions.

In October, each Senior will be scheduled for an individual meeting with Mrs. Lape to review to review the college application process more specifically to the Senior's needs, answer questions, and review graduation requirements.

In the Spring, Mrs. Lape will review the academic progress of each Senior to make sure all are meeting graduation requirements. In addition, Mrs. Lape will assist students with any questions regarding the college decision process as well as scholarship applications.

At any point, Seniors needing assistance with college applications are welcome to come to Guidance for assistance from Mrs. Woodford or to be scheduled to meet with Mrs. Lape.

Managing Applications through Naviance

Naviance is a resource to help you organize your applications and put your best foot forward in the college admissions process. You are expected to cooperate with the Guidance Office in working with the various components of the program. If you are having difficulty accessing your account, please see Mrs. Woodford immediately.

As you decide which colleges you are applying to, be sure to move the college from the "Colleges I'm thinking about" to the "Colleges I'm applying to" list in Naviance. You'll need to keep this list up-to-date as to when you've applied as well as the results of each application and which college you're attending once you've made that decision.

Please see the Step By Step Instructions for managing applications in Naviance for specific directions on how to use these college lists.

Preparing your College Applications

Be sure that you give your applications your best effort and organize yourself to meet deadlines. The first step of completing an application is choosing a decision deadline for each school. The second step is to complete and submit the application and any essay(s) required. The third step is to request any required Letters of Recommendation (must allow at least three weeks for the recommender to prepare a letter). Last, turn in the Academic Records Request to the Guidance Office no later than ten (10) school days before the application deadline. ***For January 1st deadlines***—students must request Letters of Recommendation and submit the Academic Records Request no later than December 1st.

Decision Deadlines:

- Early Decision: Decisions are usually made in November-January. Usually these colleges are looking for students with strong academic records. Generally, applying for Early Decision requires a commitment to attend the school. You MAY only apply to ONE school via Early Decision.

- Early Action: Typically has a fall deadline, later than Early Decision but earlier than regular decision. Early Action does NOT require a commitment to attend the school. Generally, you may apply to more than one school via Early Action.
- Regular Decision: Usually have a deadline as late as February, March or April.

Essays:

- Purpose of the Essay: It helps the college get a more complete picture of your academic maturity, your readiness for college and your suitability for the student body profile they seek to maintain.
- Guidelines for the Essay:
 - This essay should be the best piece of writing, in content and form, that you have ever created. It may be the most critical piece of your application.
 - Follow any specific directions provided.
 - Take advantage of the resources provided by <https://bigfuture.collegeboard.org/get-in/essays>.
 - Use the five paragraph essay form often taught in English classes.
 - Ask someone to read your rough draft and make suggestions for improvement.

Letters of Recommendation:

- Determine the purpose of the recommendation.
 - Assess strengths in a specific academic area?
 - Describe maturity and character qualities?
 - Determine suitability as a student or scholarship candidate?
- Practice common courtesy in requesting Letters of Recommendation.
 - Make your request at least 2-3 weeks before the recommendations must be sent.
 - After requesting the Letter in person, add the Recommender in Naviance. Typically, you will want to allow that Letter to be sent to "All Schools". If you designate a Letter for a specific school, that Letter cannot be sent anywhere else and could require extra time on the part of the recommender to upload more than one Letter and significant delays in sending documents out. Be sure to include a personal message with the request in Naviance.
- Some applications may request recommendations from an individual outside of the FHS Faculty.
 - These are not processed by the Guidance Office or by Naviance.
 - Be sure to complete the identifying information such as name, address, etc.
 - Provide the same courtesy as outlined above. In addition, provide clear directions as to how the Letter is to be submitted. If by mail, you should include an addressed and stamped envelope for the convenience of the recommender.

Application Guidelines for Student-Athletes

If you wish to participate in Division I or Division II athletics while enrolled as a first-year student in college, you must be certified by the NCAA Initial Eligibility Clearinghouse. The NCAA publication, *Guide for the College-Bound Athlete*, includes the Clearinghouse application and is available online at www.eligibilitycenter.org. The NCAA Transcript Authorization Form must be downloaded, signed, and submitted to the Guidance Office for mailing. Your NCAA registration number should be on your form as well. Also, an official SAT or ACT Score Report must be sent to the NCAA Clearinghouse. Include the NCAA Code in your test registration: 9999.

Sending Academic Records & Letters of Recommendation

After you've submitted your completed application and requested your Letters of Recommendation, it is time to submit a completed Academic Records Request form. Please note the form must be turned in to the Guidance Office no later than ten (10) school days before the application deadline. Once you've submitted your signed FERPA Waiver, Early Decision Agreement (if needed), and your Academic Records Request, the Guidance Office will submit the following information to colleges:

- The Secondary School Report with a Written Evaluation from Mrs. Lape
- FHS High School Profile (This provides an overview of the school and what courses, etc. are offered)
- An Official High School Transcript. In the case of any transfer students, unofficial copies of transcripts of previous schools will be sent as a courtesy. It is the student's responsibility to obtain official transcripts from previous schools, if required.
- Letters of Recommendation from FHS faculty

Typically, these documents will be sent electronically through Naviance. In the case of documents which need to be mailed, the student will be expected to provide an envelope with postage.

Requests for Mid-Year Grade Reports must be requested with an additional Academic Records Request and will be sent out after the 2nd Marking Period Report Cards have been released.

Scholarships

While there are many national scholarships available, students are generally more successful in obtaining locally-based scholarships. From time to time, local organizations send information about scholarships to the Guidance Office. These scholarship forms are available in the Guidance Office and in Naviance. Generally local scholarships are submitted March through May. In addition to these scholarships, you should inquire of any bank, credit union, sports club, community organizations, unions, churches, etc., to which you have a connection as to any available scholarships.

An Academic Records Request form must be submitted for each Scholarship to which an Official High School Transcript is required as well as any FHS Letters of Recommendation (either Mrs. Lape or other faculty). If documents are to be submitted by mail, please include an addressed envelope with postage. Otherwise, please indicate clearly how documents are to be submitted.

Step by Step Instructions for Managing College Apps in Naviance

General Information:

1. **Log in to Naviance.** If you experience any difficulty logging in, please stop by Guidance and see Mrs. Woodford for assistance.
 - The link is <https://connection.naviance.com/faith> Save it as a favorite—you'll be using it a lot this year!
 - Usernames are firstname.lastname
 - Passwords: Faith plus last 4 digits of student ID
2. You will need to complete the **Academic Records Request** form and turn it in to the Guidance Office with each college application you submit. This must be done at least 10 school days prior to the college deadline. The form is available in the Guidance Office.

NOTE: Prior to submitting the Academic Records Request to the Guidance Office, you must have already submitted your application to the college, entered this college on Naviance under “college you are applying to” and added your teacher requests for Letters of Recommendation.

3. Have the following **frequently requested information** easily accessible while completing your applications:

<p><u>Address</u> Faith Heritage School 3740 Midland Avenue Syracuse, NY 13205</p>	<p><u>Phone and Fax</u> (315) 469-7777 (315) 492-7440</p>
<p><u>Guidance Dept. Information</u> Mrs. Jennie Lape, Guidance Counselor Mrs. April Woodford, Guidance Assistant</p>	<p>jlape@faithheritageschool.org awoodford@faithheritageschool.org</p>
<p><u>Class of 2018 Information</u> - Class size = 19 - GPA is based on an unweighted, 100 point scale - We do not calculate rank</p>	<p><u>CEEB Code</u> 334213</p>

4. Please confirm that your email address in your Naviance profile is your **FHS school e-mail**.
 - a. Go to: All About Me tab
 - b. Scroll down to: Official Things
 - c. Go to: Profile
 - d. Go to: Email field; click on pencil (edit icon)
 - e. Enter your FHS school e-mail. (i.e. firstname.lastname@saintsmail.org)
5. **IMPORTANT** note for Students applying for **Early Decision**: ALL requests for records to be sent under an Early Decision plan must be accompanied by an Early Decision Agreement signed by the student and parent and a completed Authorization for Release/FERPA Waiver.

Step by Step Instructions:

The Common Application

(If you are **NOT** applying to **ANY** Common App school, you may skip this step.)

1. Register at www.commonapp.org
2. Create a username (your FHS school e-mail) and Password
3. Complete the Common Application and submit to your chosen college(s).
 - a. When you've submitted your application, be sure to add the college in Naviance on the Colleges tab. Search for the college, click on it to add it to your list. When the college is added to your list of colleges "I'm applying to", select the college, then select the edit pencil

to the right and check the box at the top indicating "I have submitted my application."
Finish by clicking "Update application" at the bottom of the page.

4. You must complete the FERPA Waiver in Common App. (Education section must be complete first)
 - a. Click the Colleges tab
 - b. Add a college you are applying to
 - c. In the side bar, click on Assign Recommenders
 - d. Complete the FERPA Waiver (only required the first time you do a Common App)
5. Log-in to Naviance
 - a. Click the Colleges tab
 - b. Click on Colleges I am Applying To
 - c. Enter your Common App username in the "Common App Account Matching" box.
~Your Common App username should be your FHS School E-mail.
 - d. Add your teacher recommendation requests by using the teacher request drop down box.
(Students must also ask their teacher, in person, to write a recommendation)
6. **Submit your Academic Records Request form to the Guidance Office.**

Colleges NOT using the Common Application

1. Go to Naviance
 - a. Click the College tab
 - b. Click on the "Colleges I am Applying to" tab
 - c. Search for the college. Click on the college name
 - d. Select "add college to your list"
 - e. Add the colleges you are applying to. You will know that the school does not use the Common App because you will not see CA in the computer icon next to the college name.
 - f. Add your teacher recommendation requests by using the teacher request drop down box.
(Students must also ask their teacher, in person, to write a recommendation)
2. Complete the application online on the college's website.
 - a. When you've submitted your application, be sure to go to the college, select the edit pencil to the right and check the box at the top indicating "I have submitted my application."
Finish by clicking "Update application" at the bottom of the page.
3. **Submit your Academic Records Request form to the Guidance Office.**

Colleges Only Accepting Applications by Mail

(Document requirements may vary slightly by college)

1. Go to Naviance
 - a. Click the College tab
 - b. Click on the "Colleges I am Applying to" tab
 - c. Search for the college. Click on the college name
 - d. Select "add college to your list"
 - e. Add the colleges you are applying to. You will know that the school does not permit electronic submission by the stamp icon next to the college name.
 - a. Add your teacher recommendation requests by using the teacher request drop down box. (Students must also ask their teacher, in person, to write a recommendation)
 - b. When you've submitted your application, be sure to go to the college, select the edit pencil to the right and check the box at the top indicating "I have submitted my application." Finish by clicking "Update application" at the bottom of the page.
 - f. **Submit your Academic Records Request form to the Guidance Office** together with forms required by the college and envelope with postage.