

CHECKLIST

Build your College List

- ☐ Attend information sessions and visit colleges that interest you.
- ☐ Finalize your list of reach, target, and safety schools.

Naviance

- ☐ Confirm and request two Letters of Recommendation.
- ☐ Match your Naviance account to Common Application account.
- ☐ Manually add colleges not on the Common Application to "Colleges I'm Applying To" list.
- ☐ Set one SMART goal for your senior year.
- ☐ Complete Career Interest Profiler to explore potential careers.

Complete your College Applications

- ☐ Determine which applications you will be submitting.
 - Common Application, SUNY/CUNY Applications, WCC Application
- ☐ Discuss eligibility for Opportunity Programs (HEOP/EOP/SEEK) with School Counselor and/or YPIE Advisor. *Please note that these programs require additional application and financial aid materials!*
- ☐ Most colleges are test optional. Discuss whether or not you will submit test scores with School Counselor and/or YPIE Advisor.

Work on your College Essays

- ☐ Referring to the Common Application prompts, complete a 650 word draft of your college essay.
- ☐ Note additional writings supplements that you will need to complete.

Apply for Financial Aid

- ☐ Create FSA IDs for you and your parents at least 3 days prior to completing FAFSA.
- ☐ Complete the FAFSA (Federal Financial Aid), and NYS Aid (TAP) applications when they open in December.
- ☐ Undocumented students are able to apply for NYS Aid through the Senator José Peralta DREAM Act.
- ☐ Most selective private colleges require the CSS Profile and IDOC completion in addition to FAFSA and TAP.
- ☐ Plan to attend FAFSA Night at your school this fall.

SO YOU CLICKED

"SUBMIT"...NOW WHAT?

Check your email regularly so you don't miss any important messages!

Work with your School Counselor to have your Letters of Recommendation and transcripts sent to each school.

Review financial aid packages with your family to understand what each college will cost you and if you will need to take out any loans.

Begin applying to private scholarships once all of your college applications are submitted. Refer to the YPS Citywide Scholarship Book, available in January.

Schedule an in-person visit at the schools you are seriously considering.

Make a deposit by May 1 to secure your spot at the school you choose.

Consider housing options and make a housing deposit, if necessary.

Find out what medical documentation is required to enroll and get those documents organized.

Prepare for the social transition from high school into college.

HELPFUL HINTS

Always allow extra time for essay revisions.

Submit all applications BEFORE the deadlines.

Before you submit any applications, get the final "okay!" from your YPIE Advisor or School Counselor.

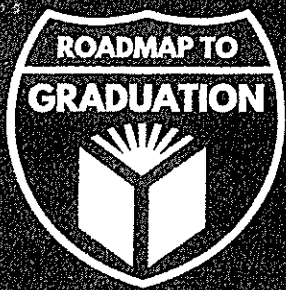
Pay attention to Opportunity Programs (HEOP/EOP/SEEK) requirements and deadlines.

Don't hesitate to ask questions.

Keep an open mind!

Questions? Please contact the YPIE team at programs@ypie.org.

Learn more at ypie.org

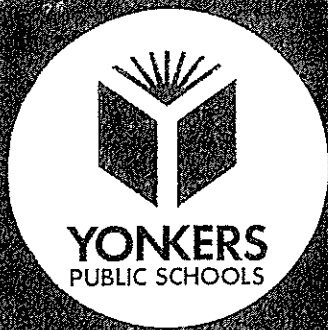


YONKERS PUBLIC SCHOOLS

SENIOR YEAR

| FALL | WINTER | SPRING |
|---|--|--|
| <p>SAT: Take the SAT exam in October. Send scores to colleges from your College Board account.</p> <p>Grades: If necessary, students may need to attend a fall credit recovery program.</p> | <p>College decisions and acceptances: Acceptance letters and financial aid offers will start to arrive. Review your acceptances, compare financial aid packages, and visit your final choices. Enter into Naviance and alert your School Counselor.</p> | <p>College Commitment Day: May 1 is typically the date when the college you plan to attend requires a commitment and deposit. When you've made your college decision, notify your counselor & enter it into Naviance. Send in your deposit by the postmark date of May 1.</p> |
| <p>College Fairs & Visits: Attend the YPS Districtwide College Fair & college open houses in the area.</p> | <p>Senior Projects/Internships: continue to work on any senior projects, internships, etc., if applicable.</p> | <p>Notify Colleges: notify any college which you decided not to attend, as well as their financial aid office if you were offered a financial aid package.</p> |
| <p>Financial Aid: FASFA opens 10/1. Complete CSS profile, if required.</p> | <p>Mid-Year Grades: Ask your counselor to send mid-year grades if requested by the college.</p> | <p>College acceptances and financial aid offers: hand copies to school counselor.</p> |
| <p>Letters of Recommendation: request from 1-2 of your teachers. Complete resumes & "brag sheets".</p> | <p>Senioritis: Don't slack in the classroom. Colleges can rescind acceptances if your grades drop.</p> | <p>Letters of Recommendation: it is good practice to give thank you letters to teachers that provided letters of recommendation.</p> |
| <p>Be mindful of deadlines: early action, early decision, priority, regular, rolling, etc. It is the students responsibility to submit applications before all deadlines.</p> | <p>Scholarships: research all scholarship opportunities and eligibility requirements. Use the Yonkers Public Schools Scholarship Book & Naviance Scholarship List.</p> | <p>Final transcript: request to be sent to the college you will be attending.</p> <p>Follow up with your college: on financial aid and orientation.</p> |
| <p>Common Application: create account & start completing. Make sure your college essay has been properly edited.</p> | <p>Senior Projects/Internships: continue to work on any senior projects, internships, etc., if applicable.</p> | <p>Graduation! Congratulations & good luck!</p> |





New York State Graduation Requirements

To earn a NYS high school diploma, students must meet both credit and assessment requirements.

Credit Requirements

| | |
|--------------------|-------------------|
| English | 4 |
| Social Studies | 4 |
| Mathematics | 3 |
| Science | 3 |
| World Language* ^ | 1 |
| Art/Music | 1 |
| Health | 0.5 |
| Physical Education | 2 |
| Electives | 3.5 |
| TOTAL | 22 credits |

* Students with disabilities may be excused from the requirement for 1 unit of credit in LOTE if indicated on their IEP, but they must still earn 22 units of credit to graduate.

^ 3 credits for an Advanced Designation endorsement. CTE sequence courses will exempt from second or third world language course.

Assessment Requirements

New York State has introduced new options in recent years for students to meet graduation requirements.

The Regents exams that have traditionally been used to satisfy the testing requirements for a Regents and Regents Diploma with Advanced Designation Diploma remain.

The state has also designated additional "pathways" for students to satisfy diploma requirements, generally through some variation in required exams or NYS approved programs or assessments.

Regents Diploma

Passing Score: 65

1. English Regents (one exam)
2. Social Studies Regents (one exam)
3. Mathematics Regents (one exam)
4. Science Regents (one exam)
5. ONE OF THE FOLLOWING 4+1 PATHWAYS:
 - STEM pathway: a score of 65+ on a second Science or Math Regents exam
 - Humanities pathway: a score of 65+ on a second Social Studies Regents exam
 - CTE pathway: completion of CTE program & assessment
 - Arts pathway: completion of an arts sequence & state approved arts assessment
 - NYS Seal of Bi-literacy pathway
 - NYS Seal of Civic Readiness pathway
 - CDOS pathway

Regents Diploma with Advanced Designation

Passing score: 65

1. English Regents (one exam)
2. Social Studies Regents (one exam)
3. Mathematics Regents (three exams)
4. Science Regents (one life science, one physical science)
5. World Language Checkpoint B (one exam)
6. AND ONE OF THE 4+1 PATHWAYS listed above

Honors Distinction

Score Average: 90%

Students receive Honors distinction for a Regents Diploma or a Regents Diploma with Advanced Designation by achieving a computed average of 90% or above on the required Regents Exams.

2023-24 Common App Essay Prompts

1. Some students have a background, identity, interest, or talent that is so meaningful they believe their application would be incomplete without it. If this sounds like you, then please share your story.
2. The lessons we take from obstacles we encounter can be fundamental to later success. Recount a time when you faced a challenge, setback, or failure. How did it affect you, and what did you learn from the experience?
3. Reflect on a time when you questioned or challenged a belief or idea. What prompted your thinking? What was the outcome?
4. Reflect on something that someone has done for you that has made you happy or thankful in a surprising way. How has this gratitude affected or motivated you?
5. Discuss an accomplishment, event, or realization that sparked a period of personal growth and a new understanding of yourself or others.
6. Describe a topic, idea, or concept you find so engaging that it makes you lose all track of time. Why does it captivate you? What or who do you turn to when you want to learn more?
7. Share an essay on any topic of your choice. It can be one you've already written, one that responds to a different prompt, or one of your own design.

Write your college essay

The admission essay is an important part of any college application. Some schools give more weight to the essay than others, but if an essay is required, you can bet it's going to be used in the admissions decision to some degree. Even if you have a high GPA, the essay provides an easy way for you to distinguish yourself from the other thousand applicants who have similar grades and activities as you. Writing an admissions essay that works will increase your chances of being accepted. To help you out, we have put together this easy list of do's and don'ts for writing your admission essay.

Do:

- Brainstorm ideas before you write. Choose the idea that best fits you and a topic that you feel will be unique to the other thousands of essays that the admissions officers will read.
- Choose a topic that is specific. Doing so will allow you to go in-depth into one idea rather than trying to cover a broad topic with a short essay. The more in-depth you go, the more unique your essay will be.
- Write multiple drafts of your essay and get feedback on each one from a parent or friend. This will help ensure you cover the topic well, and give you the chance to choose the best of your work.
- Write as well as you can, edit the document and get help if needed. Use a mixture of sharp adjectives and smart wit without sounding too terse, verbose or ostentatious (SAT words!)

Don't:

- Don't choose offensive topics. Topics that may be offensive are those that surround religion, racism and even personal opinions on world issues. You won't be doing yourself any favors if your essay leaves the admissions officer feeling offended or angry.
- Don't let anyone else dictate the topic of your essay. You can get help brainstorming if you want, but don't write about someone else's chosen topic.
- Don't write a negative essay. The more positive you are with the topic, the more enjoyable the essay will be to read. Avoid negative topics and negative ideas within the body of the essay.
- Don't be arrogant or pedantic with your writing. The admissions officers will see it, and arrogance will work against you in the admissions process.

NOTES: _____



SAMPLE STUDENT RESUME

John Doe
86 Main Street Fl. 3
Yonkers, NY 10701
914-377-4882
jdoe@ypie.org

EDUCATION: YPIE High School Yonkers, NY (6/2016)

COURSES TAKEN: AP English, AP Biology, Honors English

AWARDS & ACHIEVEMENTS:

- Principal's List (2011)
- Honor Roll (2009, 2010)

SKILLS:

- *Bilingual in Spanish*
- *Proficient with Microsoft Office*
- *Excellent Communicator*
- *Ability to Multi Task*

WORK EXPERIENCE:

Stop & Shop, Yonkers, NY June 2014-Present

Stockroom Employee

- Assist in unloading new products when they arrive in order to organize, take inventory and stock the store.
- Clean and maintain back storage area to prevent hazards and keep items organized.

Yonkers Summer Camp, Yonkers, NY Summer 2009

Camp Counselor

- Served as counselor/mentor for a group of eight children (ages 9-10).
- Organized activities (games, arts & craft, sports, etc) to engage campers.
- Developed a short play for my group to perform at summer-end Talent Show.

EXTRA-CURRICULAR ACTIVITIES:

YPIE High School, Yonkers, NY

Baseball Team, March 2013-May 2015

- Co-Captain (Senior year)
- Played Shortstop
- Went to City Finals in 2015

Anime Club, Sept. 2010-Present

- Met with other students to watch and discuss different anime
- Promoted club by distributing flyers and appearing at school events

VOLUNTEER EXPERIENCE:

St. John's Church, Yonkers, NY March 2015-June 2015

Sunday School Aide

- Assisted Sunday School Teacher with a class of 20 children (ages 5-6).
- Delivered class lesson plans to teach students about the bible.
- Prepared and distributed lunch for the children.
- Supervised students on trips outside of the classroom.

-References Available Upon Request-

Recommendation Request Form

Students: Allow a teacher a minimum of three weeks to write a letter of recommendation.

Teachers: Upload on Naviance

Student Requesting Letter: _____

Recommending Teacher: _____

Today's Date: _____ Date Recommendation is Needed: _____

Purpose of Letter (*check all that apply*)

☐ College Application ☐ Scholarship Application ☐ Employment

To Whom should the letter be addressed? _____

List 3 words that best describe you _____

List any awards or recognitions you have received for academics, athletics, community service or your job?

| Activities, Athletic, Community Service, and Employment | Number of Years |
|---|-----------------|
| | |
| | |
| | |
| | |
| | |

| Leadership Experience |
|-----------------------|
| |
| |
| |
| |

Do you have any special talents or abilities that we should be aware of? What makes you stand out from other applicants?

Is your academic record an indication of your ability and potential? Why or why not?

Are there any unusual circumstances that have had an impact on your academic performance in high school?

What is your main goal for attending college after high school?

What is your intended major?

What do you enjoy doing during your free time? _____

What are your strengths?

Where do you see yourself in five years?

Authorization for Release of Information

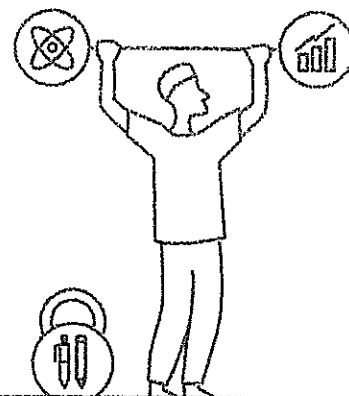
Please indicate below which option you prefer (*check one*):

☐ Option A I agree that this information may be kept confidential. This means that I will have no access to this letter now or at a later date.

☐ Option B I retain the right, afforded by the family education rights and privacy act to see any materials send by these references, if so requested. I understand that if I choose not to waive my rights, you have the right to deny my request for a letter.

Applicant's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____



Brag sheet:

Student questionnaire for teacher letter of recommendation

Brag sheets are a way for you to help your counselor and teachers write letters of recommendation. These forms give them more insight into who you are outside of school and your interests. Fill out these forms, and share them with your counselor and teachers when you ask them for a letter of recommendation!

This form is for students to fill out.

Complete this form to help your teacher write a letter of recommendation on your behalf. Keep in mind, the more specific the details you can give, the more personal and effective your recommendation will be. Don't forget to take the time to thank your teacher! At the top of the form you'll find a suggested thank you note to include.

Dear [name of teacher],

Thank you so much for agreeing to write a letter of recommendation on my behalf. I hope you find the additional information about me helpful.

Sincerely,

Name of student (printed)

Name of student (signature)

Date

✓

Student's full name: _____

Student's email address: _____

List the name of the course(s) you took with this teacher, including the grade you were in (9,10,11,12, other) when you took the course(s).

List three adjectives you would use to describe yourself.

Describe why you have chosen this teacher to write a letter of recommendation for you.

Describe a lesson or unit in the class that you enjoyed and why.

Describe a project you worked on in the class that you are proud of.

What is something your teacher probably doesn't know about you?

Below is a list of attributes colleges consider when evaluating your application. Select 1 or 2 of these attributes and share an example of a time you demonstrated these characteristics in class.

Academic achievement, intellectual promise, quality of writing, creative and original thought, productive class discussion, respect accorded by faculty, disciplined work habits, maturity, motivation, leadership, integrity, reaction to setbacks, concern for others, self-confidence, initiative, and independence.

Additional information.

Use this space to share any additional information with your teacher. Is there anything not already stated that you want to make sure they know prior to writing your letter of recommendation?

Thank you for taking the time to share this important information with your teacher!

* Thank you to the members of Common App's Outreach Advisory Committee and counselors around the world for contributing to this resource.

25 Questions

to ask a college representative

PRESENTED BY BERKELEY COLLEGE

How do you know if a college is right for you?

The first step is to visit and ask plenty of questions. The answers will tell you if the college you are considering meets your needs!

ACADEMICS

- 1 What majors do you offer?
- 2 Are your majors career focused?
- 3 Do many of your programs offer an internship, job-related assignment, or clinical rotation for a valuable learning experience?
- 4 Do your professors have work-related experience?
- 5 Do you offer accelerated degrees?
- 6 Does your college have a Center for Academic Success?
- 7 What is your average class size?
- 8 Do you have an Honors Program?
- 9 Do you offer courses in various formats to fit my schedule (on site, online, and hybrid)?

ADMISSIONS

- 10 When is the application deadline?
- 11 What are the requirements for acceptance?
- 12 Do you require SAT or ACT scores?
- 13 When can I visit your campus and do you also offer virtual visits?
- 14 When will I find out if I am accepted?

CAREER SERVICES

- 15 Will I have help finding an internship during school, a job when I graduate, and assistance throughout my career?
- 16 Does your college host career and job fairs?
- 17 Will your college assist me in creating an online professional profile?

FINANCIAL AID

- 18 What is the cost of tuition?
- 19 What types of scholarships and grants are available?
- 20 How do I apply for financial aid?
- 21 Do you have Financial Aid representatives who can walk me through the process?

STUDENT LIFE

- 22 Is there a chance to participate in community service?
- 23 What type of opportunities do you provide for students to develop leadership skills?
- 24 Do you offer opportunities for students to study abroad?
- 25 What type of co-curricular activities do you offer?

Investigate more...

- The college website
- The college's social media sites
- Student blogs, videos, and podcasts
- Student and graduate testimonials

Call **800-446-5400** or visit **BerkeleyCollege.edu**

Find us @BerkeleyCollege and #BerkeleyCollege



Programs offered in New York, New Jersey, and Online



Berkeley College®

Your **potential** is our **promise**®

Types of Financial Aid

Scholarships

1. **Do not need to be paid back!**
2. Issued by colleges and universities, private organizations, NYS government.
3. Determined by academic success, extracurricular experiences, talent, student demographics, legacy status, etc.

Grants

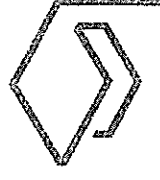
1. **Do not need to be paid back!**
2. Issued by federal and state governments, colleges and universities.
3. Determined by financial need.
4. Examples: Pell Grant, TAP Grant, FSEOG

Loans

1. **Need to be paid back!**
2. Issued by federal government, private banks.
3. Federal Student Loan - Subsidized vs Unsubsidized ("Good Loans")
4. Federal Parent PLUS Loan - Unsubsidized
5. Private Loans - Through Private Lenders (Typically have higher interest rates!)
6. Your education is an investment in your future! Maximum federal debt is \$25k. \$260/month

Work Study

1. **Do not need to be paid back!**
2. Issued by federal government to students working qualified jobs.
3. Used for personal expenses, not tuition/room & board.
4. Income will not be reported on future FAFSA filings!



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How do you apply for all this financial aid?

FAFSA--2024-25 (not 2023-24)

- \$ from U.S. government
- Opens in December--early bird gets the worm
- Pell Grant up to \$7395
- Low-interest loans ("good loans")

TAP

- \$ from NYS
- Apply at end of FAFSA
- TAP grant up to \$5665

CSS Profile

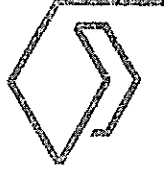
- \$ from selective/wealthy colleges
- Apply by college's deadlines

Excelsior Scholarship

- Free tuition for families earning under 125k
- Application opens in May of senior year

NYS Dream Act

- Undocumented students can apply for TAP grants and the Excelsior Scholarship through the Jose Peralta Dream Act
- No Pell \$ or federal loans--no FAFSA
- Note on undocumented students vs. parents



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Special "Opportunity" Programs

EOP Income Guidelines 2023-24



| Household Size <i>(including head of household)</i> | Total Annual Income |
|---|---------------------------|
| 1 | \$25,142 |
| 2 | 33,874 |
| 3 | 42,606 |
| 4 | 51,338 |
| 5 | 60,070 |
| 6 | 68,802 |
| 7 | 77,534 |
| 8 | 86,266* |

*Plus \$8,732 for each additional household member in excess of eight.



Educational Opportunity
Program

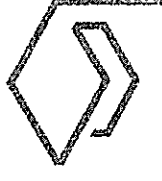


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How many colleges should I apply to?

Just because you apply doesn't mean you have to go. But the general guideline is:

- o **3 SAFETY** (SURE BET) colleges (colleges where you know you will likely get accepted--also likely to give good merit aid award).
- o **4 TARGET** colleges. These are colleges that you should be admitted to because you match their academic requirements, if there is space.
- o **3+ REACH** colleges (these are colleges that are selective--might have high sticker prices but give robust financial aid). **2-3 SUNY** schools because these are financially safe (free TUITION in NYS for families earning less than \$125,000 per year).
- o **5+ EOP/HEOP** (if income-eligible)--these are "home runs" if admitted.
- o We recommend that every student applies to **CUNY**. \$65 covers 6 colleges or \$10.83/application--a bargain!

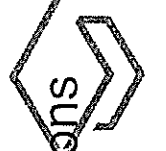


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Researching Resources

College Search Resources:

- Naviance - SuperMatch search
- Book: *The Fiske Guide*
- Internet:
 - a. *College Navigator* - <https://nces.ed.gov/collegenavigator/>
 - b. *BigFuture by CollegeBoard* - <https://bigfuture.collegeboard.org/college-search>
- Social Media - Instagram, Twitter, TikTok, YouTube
- Campus Events - In-Person and Virtual Tours, Open House Events
- College Fairs - Annual YPS College Fair, Annual Southern Westchester College Fair
- Admission Counselor Visits - In-School Information Sessions



Naviance

Logging In....

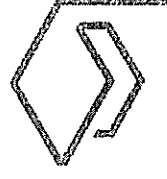
1. Go to www.naviance.com
2. Navigate to the box that says "Account Login"
3. Select "For Students and Parents"
4. Type "10710" into the search bar and click the "Go" button
5. Select "Roosevelt High School" from the results list
6. Select "Student"
7. Select "Continue with Single Sign On"
8. Log in with your YPS email and password

Recommended Features...

College Tab - SuperMatch College Search Tool

Career Tab - Career Clusters and Pathways

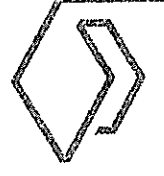
Self Discovery Tab - Strengths, Skills and Personality Quizzes



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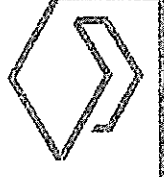
Essay Brainstorming Questions

- What is your favorite subject and why?
- How do you spend your time outside of school?
- What are your most unique talents?
- What or who is important to you?
- How has a moment in your life inspired you to be a different person?
- What is a life lesson that you've learned (especially if you learned it the hard way)?
- What are your greatest strengths? What are your greatest weaknesses?
- What is the most unusual thing you've ever done?
- What is the most interesting place you've ever visited or travelled to?
- What is an accomplishment or achievement you are most proud of?
- What is an obstacle or challenge you have had to overcome?
- Who is someone in your life you are inspired by and why?
- How are you different from your friends or classmates?
- What is your relationship like with your family?
- If you had a "do-over" in your life, what is something you would do differently and why?



Essay Writing Tips

- Be authentic!
- Write about something important & interesting to you.
- Don't just remember -- reflect. Lessons learned are key!
- Be careful when using humor.
- Start early. Outline. Write several drafts. Ask for feedback. Revise.
- Show, don't tell!
 - Tell: I baked cookies for the school bake sale.
 - Show: I spent hours meticulously measuring out ingredients to make the best double chocolate chip cookies ever sold at a Roosevelt HS bake sale.
- For tips and brainstorming exercises, check out The College Essay Guy.
 - <https://www.collegeessayguy.com> or on YouTube.



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Junior Year Checklist for Students

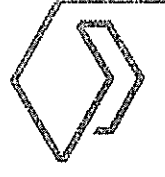
- ☐ Begin to build your college list by researching colleges.
- ☐ Visit college campuses and take virtual tours.
- ☐ Write a draft of your college essay--you'll be busy in the fall!
- ☐ Ask for two letters of recommendation.
- ☐ Create a list of how you spend your out-of-school time (clubs, jobs, etc.)
- ☐ Sign up for challenging senior classes.
- ☐ Get extra help if needed for high grades.
- ☐ Demonstrate interest in your top colleges.
- ☐ Clean up your social media.
- ☐ Think about your summer plans. Are you working, interning, volunteering?
- ☐ Make sure you're using summer break wisely!



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Junior Year Checklist for Parents

- ☐ If you file taxes, file your 2022 taxes and keep all of your papers together for financial aid in December 2023
 - ☐ Some colleges will require that you scan your tax forms and upload them to a portal
- ☐ If you don't file taxes, your student will still need to report your income. Keep all paperwork
- ☐ Let your child know if your family is economically eligible for Opportunity Programs
- ☐ Take your child to visit colleges



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