

# ARROYO PACIFIC ACADEMY

## College & Career Planning Guide

for

Collaborative Workers, Critical Thinkers, Lifelong Learners & Responsible Citizens

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# ARROYO PACIFIC ACADEMY

## College and Career Planning Guide



Planning for college and/or a career is a process that begins your first year at Arroyo Pacific Academy, not an event that occurs in the Senior year. It requires your hard work, dedication, responsibility, organization, and always staying informed. The earlier you start thinking about college and careers, the easier it will be when the time comes to apply.

Choosing a career can be difficult, but by figuring out what you most enjoy and what skills and abilities you have, you'll get a better idea of the careers in which you are most interested and their corresponding majors. Having this information in mind will help you decide which colleges are right for you. Our College and Career Education Program within our curriculum helps all students focus on their goals and makes them active participants in their education, rather than passive observers. Finding the "right fit" for each student's college/career is developmental as well as comprehensive at Arroyo Pacific Academy.

Our teachers distribute descriptive handouts that correlate to each step of the college application and scholarship/financial aid process to all students. We help our students make the connection between school and their future. Through research assignments in the English curriculum and several elective courses such as: Careers & Finance, College & Careers, College Research, College Research & SAT Prep, and SAT Prep, along with our excellent partnership with Junior Achievement, Inc., we encourage career interests in specific fields and enhance our students' choice to attend college.

Your Academic Advisor is here to support you every day in Study Hall and help you through this process. Be sure to make use of all of our 387 [Links and Online Resources](#) at [www.arroyopacific.org](http://www.arroyopacific.org). There are over 3,000 higher education institutions in our nation. We challenge you to find the "best fit" for you and your future after Arroyo Pacific Academy.

Your grades are important but the difficulty of your coursework can also be a significant factor in a college's decision to admit you. In general, most colleges prefer students who challenge themselves with tougher courses, even if they earn only average grades, than students who opt for easier courses that will boost their GPAs.

Make yearly progress in your courses and achieve the requirements of our Expected Schoolwide Learning Results. According to the 2006 National Survey of Student Engagement, the vast majority of first-year college students are expected to work with others in and out of class (Collaborative Worker) on complex problems and projects (Critical Thinker). They are expected to make presentations and explain what they have learned (Lifelong Learner). College courses require students to be independent, self-reliant learners who recognize when they are having problems and know how to seek help from professors, fellow students, or other sources (Responsible Citizen).

The following is a guide, your To Do List, to help our students and your parents/guardians prepare for college admissions. Recommendations are given that will assist both parents/guardians and you in making informed decisions about enrolling in a college or university. Early preparation will help you greatly in positioning yourself to get into your college of choice. We recommend that you start as early as the 9<sup>th</sup> grade. Regardless of the grade you are currently in, there are some general guidelines to remember and rules to follow. Check off each item when completed and be organized, prepared and responsible during your college admission process.



- Welcome to Arroyo Pacific Academy. Get to know our [Links and Online Resources](#) at [www.arroyopacific.org](http://www.arroyopacific.org) under “Academics.” Make use of our Career Resources, College Resources, Financial Aid Resources, Homework Resources, Internet Search Resources, Learning Disabilities Resources, Library Resources, Museums Resources, Research Paper Resources, Resume Resources, Scholarship Resources, and Study Skills Resources.

- During Fall Quarter I you will learn test preparation information and skills as part of all English, Mathematics and Science courses.
- In October you will take the **EXPLORE** test. For test information visit [www.actstudent.org/explore](http://www.actstudent.org/explore). Your EXPLORE results give you an early clue as to whether you will be ready for college-level work if keep doing the same things in school. ACT has also developed **College Readiness Benchmark Scores**. If you meet these benchmark scores, you are on your way to having the skills you will need by the time you finish high school. It's not too soon to begin exploring possible careers! Your EXPLORE Score Report helps you start by focusing on a few career areas. Exploring careers is easier if you have a good map. Launch the **World-of-Work Map** to begin exploring careers and occupations that might be right for you.

This exam helps you prepare for the PSAT/NMSQT and the SAT Reasoning Exam in high school. The more times you sit and complete a standardized test, the better prepared you will be to take the SAT Reasoning Exam.

- Remember to do well in a math and foreign language class each year that you are in high school. Courses that you will need to take are Algebra I and II, Geometry and a foreign language class such as Spanish.
- Work hard each day in Study Hall. Talk with your Academic Advisor to inquire how well you are progressing in the academic classes needed for colleges.
- Maintain *A*'s and *B*'s in all of your classes. Be sure to do your very best in all of your classes.
- Get involved. Check out clubs, activities, and sports that you may be interested in participating in.
- Get to know your teachers. This will become very important once you start applying to college and need letters of recommendation.
- Read, Read, Read. Reading helps you prepare for the college entrance exams, like the PSAT, SAT Reasoning, ACT and SAT Subject. Reading encourages comprehension, vocabulary and writing skills. Get a library card and check out books often, free of cost.
- Take the opportunity and attend 'College Nights' at your school and in your local community.
- PARENTS/STUDENTS: Create a personal file or portfolio for your college, career, and scholarship materials and information. This file is a very important organizational tool for you and your future educational and career options.
- PARENTS/STUDENTS: Take the opportunity and access the College and Career Resources at [www.arroyopacific.org](http://www.arroyopacific.org), see “Academics” then “Links and Online Resources.”
- PARENTS/STUDENTS: Research college and careers on the Internet.

- PARENTS: Continue to talk about college and university opportunities and schedule visits to local colleges and universities with your children. Vacations are a great time.
- PARENTS: Nearly every college in America accepts the SAT or Subject Tests as a part of its admissions process. That's why more than two million students take the SAT every year. Learn more about the SAT and SAT Subject Tests, learn about all of the assistance, preparation and how to register online at [www.collegeboard.com](http://www.collegeboard.com).
- PARENTS: Enroll your child in Summer School to remediate *D*'s and *F*'s on your child's transcript or to gain new knowledge for enrichment.

### 10th Grade Checklist Fall Semester



- During Fall Quarter I you will be learning PSAT test preparation skills as part of all English, Mathematics and Science courses.
- At Arroyo Pacific Academy you will take the **PLAN** test in October of this year. For test information visit [www.actstudent.org/plan](http://www.actstudent.org/plan). The PLAN program helps 10th graders build a solid foundation for future academic and career success. It is a comprehensive guidance resource that helps students measure their current

academic development, explore career/training options, and make plans for the remaining years of high school and post-graduation years.

PLAN can help all students, those who are college-bound as well as those who are likely to enter the workforce directly after high school. As a "pre-ACT" test, PLAN is a powerful predictor of success on the ACT. At the same time, we recognize the importance of PLAN testing for all students, as it focuses attention on both career preparation and improving academic achievement.

- You will research, write and complete a Career I-Search Paper after you receive your PLAN tests results. The I-Search Research Paper is explained in your *Writers Inc* text. Through this research assignment, you begin exploring colleges and career choices in relationship to your PLAN test results.
- Your PLAN Score Report helps you start by focusing on a few career areas. Exploring careers is easier if you have a good map. Launch the **World-of-Work Map** to begin exploring careers and occupations that might be right for you at [actstudent.org](http://actstudent.org).
- Take advantage of our Links and Online Resources at [www.arroyopacific.org](http://www.arroyopacific.org) under "Academics" to get your questions answered quickly.
- Continue researching majors and careers. Find individuals in the community who may let you shadow them on the job for a day.
- Sign-up and create a free account with FastWeb at [www.fastweb.com](http://www.fastweb.com). FastWeb, the Internet's leading scholarship search service, helps students make the decisions that shape their lives: choosing a college, paying for college, and finding jobs and internships.
- Continue visits to local colleges and universities with your family and friends. Vacations are a great time.

- Maintain *A*'s and *B*'s and a high grade point average through out this year in all courses required for graduation and admissions to a selective university. Be sure to do your very best in all of your classes.
- Work hard each day in Study Hall. Talk with your Academic Advisor to inquire how well you are progressing in the academic classes needed for colleges.
- Stay involved. Focus on a few clubs, activities, and sports and become more involved.

### Spring Semester



- Take advantage of our Links and Online Resources at [www.arroyopacific.org](http://www.arroyopacific.org) under “Academics” to get your questions answered quickly.
- Take the SAT Subject exams in June in world history, foreign language, biology, etc. Subject Tests (formerly SAT II: Subject Tests) are designed to measure your knowledge and skills in particular subject areas, as well as your ability to apply that knowledge. For test information and registration visit [www.collegeboard.com/student/testing](http://www.collegeboard.com/student/testing).

Students take the Subject Tests to demonstrate to colleges their mastery of specific subjects like English, history, mathematics, science, and language. The tests are independent of any particular textbook or method of instruction. The tests' content evolves to reflect current trends in high school curricula, but the types of questions change little from year to year.

Many colleges use the Subject Tests for admission, for course placement, and to advise students about course selection. Used in combination with other background information (your high school record, scores from other tests like the SAT Reasoning Test, teacher recommendations, etc.), they provide a dependable measure of your academic achievement and are a good predictor of future performance.

Some colleges specify the Subject Tests they require for admission or placement; others allow applicants to choose which tests to take. For more information visit [www.collegeboard.com](http://www.collegeboard.com) and the colleges of your interest.

- Add to your personal file or portfolio for your college, career and scholarship materials and information.
- Participate in academic enrichment programs.
- PARENTS/STUDENTS: Take the opportunity and attend 'College Nights' at your school and in your local community.
- PARENTS/STUDENTS: Take the opportunity and access the College and Career Resources at [www.arroyopacific.org](http://www.arroyopacific.org), see “Academics” then “Links and Online Resources.”
- PARENTS/STUDENTS: Research college, careers and scholarship opportunities on the Internet.
- PARENTS/STUDENTS: Consider enrolling in AP classes starting next year. Visit [www.collegeboard.com](http://www.collegeboard.com).
- PARENTS/STUDENTS: Consider applying for a summer job, community service or an internship.

- PARENTS: Learn more about the SAT and SAT Subject Tests, learn about all of the assistance, preparation and how to register online at [www.collegeboard.com](http://www.collegeboard.com).
- PARENTS: Help your child organize their personal file or portfolio of college, career, and scholarship materials and information. Continue to talk about college and university opportunities and schedule visits to local colleges and universities with your children. Vacations are a great time.
- PARENTS: Enroll your child in Summer School to remediate *D*'s and *F*'s on your child's transcript or to gain new knowledge for enrichment.

## 11th Grade Checklist Fall Semester

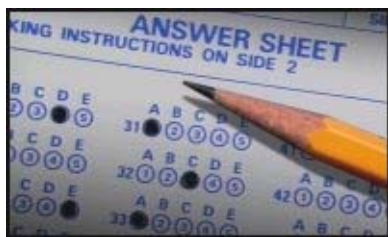


Preparing for college is a process that demands your attention now and throughout your Senior year. College planning can be an enjoyable experience for students and their families. It can also be quite stressful and overwhelming if time is wasted in school and at home. Set realistic and achievable goals based upon your GPA and SAT scores.

- During the Junior year, your teachers distribute College and Career resources in class such as SAT/ACT information, college financial aid and scholarship information, and various handouts on college-related topics and issues. Read and place this information in your personal file or portfolio of college, career, and scholarship materials and information. Stay organized.
- For **SAT** information, preparation and registration visit [www.collegeboard.com](http://www.collegeboard.com).
- During Fall Quarter I you will be learning SAT test preparation skills as part of all English, Mathematics and Science courses.
- At Arroyo Pacific Academy, you will take **the PSAT/NMSQT** in October of this year. PSAT/NMSQT stands for Preliminary SAT/National Merit Scholarship Qualifying Test. It's a standardized test that provides firsthand practice for the SAT Reasoning Test™. It also gives you a chance to enter National Merit Scholarship Corporation (NMSC) scholarship programs. For test information and preparation visit [www.collegeboard.com](http://www.collegeboard.com).
- Compose a list of colleges, universities and/or programs that you are interested in.
- Take advantage of our Links and Online Resources at [www.arroyopacific.org](http://www.arroyopacific.org) under "Academics" to get your questions answered quickly.
- Use MyRoad as a starting point to begin investigating college and career options. This is a free service to all Arroyo Pacific Academy students who took the PSAT in October at our school. Create your account at [www.collegeboard.com/myroad](http://www.collegeboard.com/myroad) to take a personality assessment and receive a detailed report, explore a list of suggested careers and majors that fit your personality and strengths, and continue your search for colleges by location, cost, and much more.
- Work hard each day in Study Hall. Talk with your Academic Advisor to inquire how well you are progressing in the academic classes needed for colleges. Be sure to do your very best in all of your classes.

- Maintain *A*'s and *B*'s and a high grade point average through out this year in all courses required for graduation and admissions to a selective university. Your Junior year grades will weigh heavily in the college's decision.
- Stay involved. Make an impact in your community. Run for office or organize a new club or activity. Leadership skills are important for college admissions, scholarships, and jobs.
- Participate in academic enrichment programs. Colleges and universities organize excellent summer programs on campus for incoming high school seniors. Contact the college and university of your interest.
- Attend local college fairs and presentations by representatives of colleges and universities. Check you local newspaper for specific dates and details.
- Update your file on colleges, universities and careers that appeal to you. Write or call the Office of Admissions of these institutions in order to request a copy of an application for undergraduate admissions and financial aid; a catalog or bulletin; information about financial aid; and materials about your proposed college major.
- Read all the college materials you receive carefully. Compare requirements for admission and financial aid available at each institution.
- Call to request an appointment to meet with a representative of the Office of Admissions when you visit colleges and universities. Take a list of questions with you that you may have about the school, as well as a copy of your transcript or a list of all courses you have taken to date, beginning in the 9th grade.
- Begin preparing for college entrance examinations SAT or ACT by reading books and manuals with testing tips and sample questions.
- If you are taking AP courses, you will take the AP examination(s) in May.
- Seriously research college scholarship opportunities. You should look into scholarships, student loans, and other financial aid options before you apply to a particular college or university. Since there is financial aid available and colleges will generally work with you to put together a financial aid package, money shouldn't be the primary concern when considering a college.

### Spring Semester



- Plan and register online for the college entrance examinations (SAT Reasoning or ACT and SAT Subject Tests) at [www.collegeboard.com](http://www.collegeboard.com). **Take the SAT Reasoning, ACT and Subject tests in March, May and June.** Take the SAT again in the fall, if necessary (also read the 12th grade checklist). Check registration deadlines. **You must register one or two months in advance of the date of the examination.**
- Take advantage of our Links and Online Resources at [www.arroyopacific.org](http://www.arroyopacific.org) under "Academics" to get your questions answered quickly.
- Maintain *A*'s and *B*'s and a high grade point average through out this year in all courses required for graduation and admissions to a selective university. Your Junior year grades will weigh heavily in the college's decision.

- Prepare for the SAT or ACT by reading books and manuals with testing tips and sample questions. You should also consider attending workshops on how to prepare for the entrance exams which may be offered by colleges and universities, or by private firms in addition to the courses we have provided to you within our curriculum.
- Set realistic and achievable goals based upon your GPA and SAT scores.
- Narrow your list of colleges, universities and/or programs that you are interested in.
- Add to your personal file or portfolio for your college, career and scholarship materials and information. Each file should include a checklist of all the admissions items required by each school; transcripts, application fees, test scores, letters of recommendation, essays, and student aid applications.
- Ask your teachers early if they will write a letter of recommendation for your next year.
- If enrolled in AP courses, take the AP examinations.
- Participate in academic enrichment programs.
- Look into summer jobs, community service learning projects or apply for special, summer academic programs.
- If you are planning on playing sports at the university, be sure to register with the NCAA Clearinghouse if you are a student-athlete.
- If requesting a letter of recommendation from a teacher, ask before the end of the school year. Note that not all colleges require letters of recommendation.
- In August, start downloading applications and work on the rough drafts.
- PARENTS/STUDENTS: Take the opportunity and attend 'College Nights' at your school and in your local community.
- PARENTS/STUDENTS: Take the opportunity and access the College and Career Resources at [www.arroyopacific.org](http://www.arroyopacific.org), see "Academics" then "Links and Online Resources."
- PARENTS/STUDENTS: Research colleges and careers on the Internet. Request and/or download applications. Review your applications by the end of August before your Senior year starts. Have a list of all schools that you will be applying to during the Fall Term. Stay organized.
- PARENTS/STUDENTS: Seriously research college scholarship opportunities.
- PARENTS/STUDENTS: Apply for a summer job, community service or an internship.
- PARENTS: Help your child prepare and organize their personal file or portfolio of college, career and scholarship materials and information. Each file should include a checklist of all the admissions items required by each school; transcripts, application fees, test scores, letters of recommendation, essays, and student aid applications. Continue to talk about college and university opportunities and schedule visits to local colleges and universities with your children. Vacations are a great time.



- PARENTS: Enroll your child in Summer School to remediate *D*'s and *F*'s on your child's transcript or to gain new knowledge for enrichment.



## 12th Grade Checklist Fall Semester



During the Senior year, your teachers distribute College and Career resources in class such as SAT/ACT information, college financial aid and scholarship information, and various handouts on college-related topics and issues. Read and place this information in your personal file or portfolio of college, career, and scholarship materials and information. Stay organized. Register online for the SAT and/or ACT on time.

- During Fall Quarter I you will learn test preparation information and skills as part of all English, Mathematics and Science courses.
- Take advantage of our Links and Online Resources at [www.arroyopacific.org](http://www.arroyopacific.org) under "Academics" to get your questions answered quickly.
- Work hard each day in Study Hall. Talk with your Academic Advisor to inquire how well you are progressing in the academic classes needed for colleges. Be sure to do your very best in all of your classes. You will have a meeting with an administrator to review your transcript.
- Maintain *A*'s and *B*'s and a high grade point average through out this year in all courses required for graduation and admissions to a selective university. Your senior year grades will weigh heavily in the college's decision.
- Stay involved. Make an impact in your community. Run for office or organize a new club or activity. Leadership skills are important for college admissions, scholarships, and jobs.
- Continue visits to college campuses. Meet with a representative of the Office of Admissions whenever possible. Vacations are a great time.
- Attend local college fairs and presentations by representatives of colleges and universities. Check you local newspaper for specific dates and details.
- Check with FastWeb on a bi-weekly basis for information about scholarships awarded by local and national companies and community groups. Then, apply for as many as you qualify. Visit [www.fastweb.com](http://www.fastweb.com).
- In the Fall, make a final list of colleges, universities, schools, programs and scholarships to which you will definitely apply for admission/consideration.
- Register for the Scholastic Assessment Test Reasoning Test and/or the American College Testing Program (ACT) and SAT Subject Tests, early in September, depending on which are

required by the institutions to which you plan to apply for admission (if you have not taken the exam already in May or June). Register online at [www.collegeboard.com](http://www.collegeboard.com) to receive the forms and information about fee waivers. ***You must register one or two months in advance of the date of the examination.***

- If necessary, take the SAT again in October/November/December. Retake the ACT in September/October/December. Check with colleges to make sure they accept December test dates.
- For UC admissions consideration, SAT Reasoning Test & SAT Subject Tests must be taken by the December test date of the Senior year.
- Update your files for each college, university, career, or program. Each file should include a checklist of all the admissions items required by each school; transcripts, application fees, test scores, letters of recommendation, essays, student aid applications, etc. As you mail each item, check it off the list.
- Pay particular attention to all deadlines and mark them down on your personal calendar or our school's Agenda.
- In September and October begin working on your actual applications. Note those colleges with a December deadline. If requesting letters of recommendation, ask your teachers now.
- In October, release your SAT and AP scores at [collegeboard.com](http://collegeboard.com) to colleges that you are applying to. Continue working on your applications.
- In October, begin working on your CSU application.
- In October, release your ACT score at [www.act.org](http://www.act.org) to college that you are applying to.
- In November, complete your SAT testing. If taking the November test, do not forget to release your official scores to colleges that you are applying to.
- In November, continue to work on applications. Remember to print copies for all applications before submitting them and keep them in your organized, personal file or portfolio of college, career and scholarship materials.
- Remember the application deadline is November 30 for the UC's and Cal State's.
- Note the colleges with a January deadline.
- January is an important month for those seeking financial aid assistance. Most financial aid forms have to be filed after the first of the year, after your taxes and/or your parents' taxes have been filed.
- Obtain information about application fee waivers from the schools that you are interested, if fees would be a burden to you and your family.
- Practice by filling out a photocopy of the application and scholarship forms before you fill out the originals.
- Make sure that your application forms are filled out completely and neatly.

- Ask a family member or a friend to double-check your application forms for possible errors before mailing them.
- Make a photocopy of all completed application forms prior to mailing them. Keep copies in your college, career and scholarship files.
- Apply early, generally during the months of October or November under “early action,” “early decision,” or “priority consideration” plans.
- If you are taking AP courses, you will take the AP examination(s) in May.

### Spring Semester



- Take advantage of our Links and Online Resources at [www.arroyopacific.org](http://www.arroyopacific.org) under “Academics” to get your questions answered quickly.
- Be sure not to catch “senioritis.” Continue to do your best in all of your courses. Senior year grades and your course load do count for college admissions.
- Remind your parents to prepare their income tax statements as early as possible, since a photocopy of these must be sent to most colleges to which you apply for financial aid.
- Apply for Financial Aid between January and February.
- Send Statement of Intent to Register by May 1<sup>st</sup> - national deadline

## Parent / Guardian Suggestions For Your Student’s Success



In high school, students seek independence as they begin their journey into young adulthood. Parents/guardians may want to let them go to a certain extent so not to “crowd” their space and interfere with their development. Always bear in mind, though, that it’s this time when they need you the most. Here are some recommendations that will help your child succeed at Arroyo Pacific Academy and be eligible for college admissions because of your time, help and direction.

1. Check your child’s Agenda (Academic Planner) nightly. Put into action at home our Agenda Implementation Plan as explain in the School Handbook. Monitor the completion of homework, study and practice nightly to ensure academic success and an acceptable GPA.
2. Actively participate in our Parent Association’s meetings, activities, events and workshops to stay informed about all aspects Arroyo Pacific Academy and our educational opportunities.
3. Actively display your interest in learning, and expect your child to do the same. Teach your child that education is a lifelong process that comes by way of formal education, social interactions, employment experiences, and civic activities. Stress becoming a lifelong learner.
4. Promote literacy. Read to your child regularly and, when appropriate, have your child read to you. Let them see you reading the newspaper, books, stories, etc. Reading will help your child

enhance their vocabulary and writing skills. Promote writing skills further by encouraging your child to keep a journal where they express their ideas formally and informally.

5. Make sure that your child is eating, resting, sleeping, and exercising sufficiently so that they can tackle their schoolwork.
6. Make sure that your child is not wasting time on or participating in Internet chat rooms, MySpace or any online virtual community and networking site. The completion of daily homework, study, practice and preparation is expected and required at home.
7. Help your child maintain an open and positive attitude towards life, the family, their studies, and their circle of peers. Get to know your child's friends and their parents so that you are always informed on the type of influences surrounding your child.
8. Visit places outside school where you and your child can learn and explore, such as libraries, museums, community centers, colleges, and universities. Vacations are a great time!
9. Attend meetings hosted by college preparatory outreach programs, the school Parent Association, and other community or college-sponsored events.
10. Do not let summers slip away. These are the best times to have your child take additional academic courses, visit colleges, and participate in academic enrichment and extracurricular activities.
11. Let your child know that school is their job. Make sure that they understand expectations and rules, and have them set a study routine. At home, minimize distractions for your child and keep a well lit area that is comfortable for them to read, write, think, and do their homework.
12. Recognize your child's unique abilities. Talk to them, listen to them and avoid comparing them to other children. Help your child identify how they learn best. Do they learn best through visual aids, auditory means, hands-on activities, or through a combination of two or three of these methods?
13. Periodically ask your child about school and what type of school activities they are participating in or interested in participating in the future. Encourage their participation in clubs, leadership, sports, music, dance, and theater.
14. Maintain relationships with your child's teachers and Academic Advisors. This will help you know how they're doing in class after reviewing the Agenda and any Academic Deficiency Notices written by the teacher.
15. At the conclusion of the Sophomore year, ask the Dean of Studies to consider placing your child in Honors and Advanced Placement classes. These classes will strengthen their academic record, their skills, and help them become competitive when they apply to college.
16. The time to get your child a tutor is when he/she is receiving a *B* in class, not a *D* or *F*. Tutoring is academic enrichment and doesn't always have to be a remedial support system. There are free tutoring sessions available each day in Study Hall as well as in various libraries and community agencies such as the Boys and Girls Club, churches, etc. For additional tutoring available at our school, go to [www.arroyopacific.org](http://www.arroyopacific.org), go to "Academics" and scroll down to "Tutoring."
17. Don't forget to always congratulate your child when they try hard and do a good job. Your words of praise will empower them and stay with them for a long time.

## Important Questions and Helpful Resources:



1. Should everyone go to college?
  - Every student should have the opportunity to go if he/she chooses to go.
  - Higher Education is not a right it is a privilege.
  - The objective of a college preparatory program is to help students who aspire to go to college to prepare to the highest level possible so that they can have many options to choose where they would like to go to college, rather than having it chosen for them because of lack of preparation.
  
2. Why a college prep curriculum even if students don't choose college?
  - Courses develop life skills:
    - ✓ Analytical skills
    - ✓ Communication skills
    - ✓ Critical Thinking and Reasoning
    - ✓ Problem solving
    - ✓ Reading skills
    - ✓ Writing skills
  
  - As a college preparatory, fully accredited academy, our curriculum and courses develop each student's proficiency in achieving our Expected Schoolwide Learning Results as Collaborative Workers, Critical Thinkers, Lifelong Learners and Responsible Citizens.

### Helpful Websites:

- [www.actstudent.org/index.html](http://www.actstudent.org/index.html)
- [www.calgrants.org](http://www.calgrants.org)
- [www.californiacolleges.edu](http://www.californiacolleges.edu)
- [www.cde.ca.gov](http://www.cde.ca.gov)
- [www.edpubs.org/](http://www.edpubs.org/)
- [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- [www.greatschools.net](http://www.greatschools.net)
- [www.collegeboard.com](http://www.collegeboard.com)
  
- Visit Arroyo Pacific Academy's website often: [www.arroyopacific.org](http://www.arroyopacific.org)

### College Systems Contact Information:

- California Community Colleges Chancellor's Office (916) 445-8752 [www.cccco.edu](http://www.cccco.edu)
- CSU Office of the Chancellor (562) 951-4000 [www.calstate.edu](http://www.calstate.edu)
- UC Office of the President (510) 987-0700 [www.ucop.edu](http://www.ucop.edu)
- Association of Independent California Colleges & Universities (916) 446-7626 [www.aiccu.edu](http://www.aiccu.edu)

### College Testing Information

#### Arroyo Pacific Academy School Code: 050-144

**SAT Reasoning Test:** [www.collegeboard.com](http://www.collegeboard.com)



The SAT Reasoning Test is a three hour and forty five minute examination designed to test student's reasoning based on knowledge and skills developed through their course work. It measures their ability to analyze and solve problems by applying what they have learned in school. The test is composed of three sections: Critical Reading, Mathematics and Writing.

**SAT Subject Tests:** [www.collegeboard.com](http://www.collegeboard.com)

The Subject tests are designed to measure student's knowledge and skills in particular areas, as well as their ability to apply that knowledge. Students take the Subject tests to demonstrate to colleges their mastery of specific subjects. Many colleges use the Subject Tests for admission, course placement, and to advise students about course selection. Some colleges specify the Subject Tests they require for admission or placement; others allow applicants to choose which tests to take.

To learn specific information visit the SAT Subject Tests Preparation Center at [www.collegeboard.com](http://www.collegeboard.com). Subject Tests fall into five general subject areas:

#### English

- [Literature](#)

#### History and Social Studies

- [U.S. History](#) (formerly American History and Social Studies)
- [World History](#)

#### Mathematics

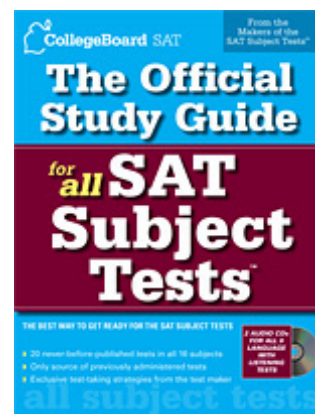
- [Mathematics Level 1](#) (formerly Mathematics IC)
- [Mathematics Level 2](#) (formerly Mathematics IIC)

#### Science

- [Biology E/M](#)
- [Chemistry](#)
- [Physics](#)

#### Languages

- [Chinese with Listening](#)
- [French](#)
- [French with Listening](#)
- [German](#)
- [German with Listening](#)
- [Spanish](#)
- [Spanish with Listening](#)
- [Modern Hebrew](#)
- [Italian](#)
- [Latin](#)
- [Japanese with Listening](#)
- [Korean with Listening](#)



All Subject Tests are one hour, multiple choice tests. The University of California requires students to take two SAT Subject Tests in two different academic disciplines. The University of California will not accept Math Level 1 as meeting one of the test requirements.



**ACT:** [www.actstudent.org](http://www.actstudent.org)

The ACT assessment is a three hour multiple-choice examination designed to measure academic achievement in four major curriculum areas: English, Mathematics, Reading, and Science. The ACT is divided into four tests which are always given in the following order: English, Mathematics, Reading, and Science. There is an optional 30-minute

Writing section wherein students are required to write an essay.

On certain dates, the ACT will consist of an additional fifth test which is made up of questions that are being tried out for possible use on Future ACT's. This fifth test is used for experimental reasons only, and will not be graded or scored.

## The ACT and SAT Reasoning Compared

	ACT	SAT Reasoning
<b>Content Covered:</b>	Grammar Reading Comprehension Math through Trigonometry Science Reasoning Writing Skills (optional)	Vocabulary Reading Comprehension Math through Algebra II Grammar Writing Skills
<b>Scoring Method:</b>	Scores based upon the total number of correct answers. No guessing penalty.	Scores based upon the total number of correct answers minus a guessing penalty for incorrect answers.  Math, Critical Reading and Writing raw scores converted to scaled scores between 200 - 800.
<b>Other:</b>	Calculators allowed.  "Score Choice" Option: students can choose which schools will receive their scores and which scores the schools will see.	Calculators allowed.  If a student requests a score report be sent to specific colleges, the report will include the scores the student received on every SAT taken.

## Colleges, Universities & Military Academies Admission Requirements

**The California State University:** [www.calstate.edu](http://www.calstate.edu)

### Application Requirements:

1. SAT Reasoning Test or ACT
2. Minimum Subject Requirements:
  - a) English: 4 years
  - b) Mathematics: 3, years, 4 recommended: Algebra 1, Algebra 2 and Geometry
  - c) History and Social Science: 2 years
  - d) Laboratory Science: 2 years, 4 recommended
  - e) Foreign Language: 2 years, 4 recommended
  - f) Visual and Performing Arts 1 year
  - g) College Prep Electives 1 year



A minimum GPA of 2.0 is required for eligibility. In the required subjects, all grades must be **C** or higher. Only grades earned in the A-G subjects are used to calculate your GPA. Remember, your Arroyo Pacific GPA will often be higher than your CSU GPA. GPA is calculated on grades earned in 10 – 12 grades.

Note: Students applying to impacted majors or campuses may be required to meet higher admission standards. Please visit [www.csumentor.edu](http://www.csumentor.edu) for more information on California State Universities.

**The University of California:** [www.universityofcalifornia.edu](http://www.universityofcalifornia.edu)

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**Application Requirements:**

1. SAT Reasoning Test or ACT
2. Two SAT Subject Examinations which must be in two different academic disciplines
3. Personal Statement
4. Completion of “A-G” Subject Requirements: 7 of 15 required courses must be completed in junior/senior years
  - a) English: 4 years
  - b) Mathematics: 3, years, 4 recommended: Algebra 1, Algebra 2 and Geometry
  - c) History and Social Science: 2 years
  - d) Laboratory Science: 2 years, 4 recommended
  - e) Foreign Language: 2 years, 4 recommended
  - f) Visual and Performing Arts 1 year
  - g) College Prep Electives 1 year



A minimum GPA of 3.0 is required for eligibility. To be competitive, a student should be earning at least a 3.50 GPA. In the required subjects, all grades must be **C** or higher. Only grades earned in the “A-G” subjects are used to calculate your GPA. Remember, your Arroyo Pacific GPA will often be higher than your UC GPA. GPA is calculated on grades earned in 10 – 12 grades. Refer to [www.universityofcalifornia.edu/admissions](http://www.universityofcalifornia.edu/admissions) for more complete admission criteria.

**Association of Independent California College and Universities:** [www.aiccu.edu](http://www.aiccu.edu)

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The Association of Independent California Colleges and Universities (AICCU) serves as the unified statewide voice of independent higher education in California. The association represents 77 private colleges and universities on policy issues with the state and federal government.







# UNITED STATES NAVAL ACADEMY

HONOR... COURAGE... COMMITMENT

121 Blake Road  
Annapolis, MD 21402  
[www.usna.edu](http://www.usna.edu)



Candidates for the USMA Class of 2012 (i.e. entering USMA in 2008 and later) are required to submit a writing score with their SAT and/or ACT exam. Building 606, West Point, New York 10996  
[admissions.usma.edu](http://admissions.usma.edu)



Colorado Springs, CO 80840 [academyadmissions.com](http://academyadmissions.com)



U.S. Coast Guard Academy  
31 Mohegan Avenue  
New London CT 06320-8103  
[www.cga.edu](http://www.cga.edu)

300 Steamboat Road, Kings Point, NY 11024 [www.usmma.edu](http://www.usmma.edu)



## CAL MARITIME

[www.csum.edu](http://www.csum.edu)

The California Maritime Academy 200 Maritime Academy Drive. Vallejo. CA 94590

### **Military Academies General Information:**

The application procedures differ at the various academies so consult each academy for details. Write for applications during the Spring of the Junior year. Early admissions candidates must begin the process in February of the Junior year.

There is no cost for this education. Full United States Government scholarships are awarded to cover tuition, room, and board. All scholarship students will be required to fulfill a branch service obligation in accordance with each scholarship awarded.

**Application Requirements:**

1. Students must request letters of recommendation from your State Senator(s) and from the Congress Representative for your district. Check with your local city or county Library or the Internet for names and addresses.
2. Contact an academy liaison officer to develop appropriate plans to meet all academy requirements and “time-lines” for admissions.

## The College Application Process

### The California State University

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- All academic information is self-reported.
- Official transcripts are **not required** with initial application.
- Grade point average and test scores are the only factors in determining admissibility, with the exception of Cal Poly San Luis Obispo.
- Letters of recommendation and personal statements are **not accepted**.
- Application filing period is October thru November.
- Minimum GPA of 2.0 required. Not all eligible students are admitted to impacted campuses.
- SAT Reasoning Test or ACT required.
- Many campuses and/or majors are impacted.

### The University of California

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- All academic information is self-reported.
- Official transcripts are not required with initial application.
- Admission decisions are made with a comprehensive review based upon academic criteria and personal achievements.
- Personal statements **are required**.
- Letters of recommendation are **not accepted**.
- Online application is preferred.
- Application filing period is November 1<sup>st</sup> thru November 30<sup>th</sup>.
- Minimum GPA of 3.0 required. Not all eligible students are admitted to impacted campuses.
- SAT Reasoning Test or ACT with writing portion required.
- Two SAT Subject Tests exams required.

### Private Colleges and Universities

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- Most applications available in September.
- Many prefer online applications, some require them.
- Applications contain multiple forms and require official transcripts, letters of recommendation and/or school report.
- Many require Midyear Reports (first semester grades from Senior Year).

- Many require personal statements and/or essay.
- Application deadlines vary.
- Many accept the Common Application.
- SAT Reasoning, SAT Subject Test exams, and ACT policies vary. Check with each college/university.

## The California Community Colleges

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- 109 campuses with specific transfer programs to the CSU, UC, and private universities.
- Transfer students receive priority admission consideration to a CSU or UC.
- High school GPA and SAT or ACT scores are typically not considered when transferring from a community college.
- Easier access to very competitive universities from community college. High school are held to a much higher standard.
- Offer an excellent lower division education at a fraction of the cost.
- Applications available in late Spring.

## The College Planning Process

Once you have an idea of what colleges and universities interest you. It will be time to get prepared for the application process.

Necessary credentials for admission vary according to the school, but criteria for admissions can be simplified into two basic denominators: your academic qualifications and your personal profile.

### Academic Qualifications:

- 1. High School Transcript**
  - ✓ Academic grades
  - ✓ Coursework: level of difficulty and number of units
- 2. Test Scores**
  - ✓ SAT Reasoning
  - ✓ SAT Subject
  - ✓ ACT
  - ✓ AP / IB Exams
- 3. School Recommendation**
  - ✓ Secondary School report
  - ✓ Letter of recommendation
  - ✓ Mid-Year Report



More than any factor, strong academic credentials lead to admission by the college of your choice. These credentials include your scholastic record and standardized test results. Admissions officers will also look at types of classes and number of Honors or Advanced Placement classes.

## Personal Profile:

1. Autobiographical Essay or Writing Sample
2. Resume of Extra curricular Activities
  - ✓ Leadership Roles
  - ✓ Activities, Clubs, Sports
  - ✓ Work and Travel Experience
  - ✓ Unique Talents and Special Interests
3. Letters of Recommendation
4. Personal Interview



Personal achievements outside of the classroom are also a factor in the admission of an applicant. Colleges and universities are not interested in students who participate in a large number of activities as much as the students who have become seriously involved in meaningful endeavors. It is important to do a thorough job of listing extra-curricular, church, and community activities in your application as admissions officers are looking for candidates who bring a rich background to the campus.

## Selecting Colleges and Universities Right For You

By the middle of your Junior year you should start narrowing down your choices. Review the materials and information you have gathered and eliminate and note the following information:

- ✓ Name, address and telephone number of the college/university
- ✓ Application due date: early action/decision and the regular decision
- ✓ Financial aid application due date
- ✓ Name and telephone number of the admissions representative
- ✓ Record of when you requested recommendations and transcripts
- ✓ Record when you requested test scores to be sent
- ✓ Record when you mailed/submitted your application



## How Many Colleges and Universities Should You Apply To?

We recommend that a student applies to no more than 6 to 8 colleges/universities. Since it takes a minimum of three hours of time and effort for you to complete one application, good preliminary planning and careful selection are essential for the next stage of your academic

career. Apply to your dream school, but be sure to add several "back-up" schools to your list.

## Getting Applications

You are responsible for obtaining all application documents from the colleges, universities and programs of choice. Visit the school's website for all necessary information. Since most colleges and universities have online applications, print the PDF version of all applications for your files.

## Suggestions For Completing Applications and Requesting Recommendations

- ✓ Read each application and accompanying instructions thoroughly before you begin to fill it out.

- ✓ If applying online, fill out a hard copy first. This way you keep your mistakes to a minimum and you can take your time.
- ✓ Be accurate. This is most likely your first, and perhaps only, impression for the admissions officers. A hastily completed application will show a general lack of effort and pride on your part.
- ✓ Make sure you request letters of recommendation, Secondary School Reports, and transcripts at least three weeks prior to the application deadline. Complete a Transcript Request Form from the main desk or download it from our webpage.
- ✓ If using the Common Application for more than one school, please submit one copy for each university.
- ✓ Follow our grade level Checklists to ensure you have completed your application.
- ✓ Keep a hard copy of all completed applications for your records in your organized files.

### Suggestions For Writing An Admissions Essay



The essay is one part of the application process that you control. The essay you prepare and write can be the deciding factor in your admission since it presents you as a person rather than a file with test scores and GPA. It is the way to make you stand out from all of the other applicants.

Write well to make a strong impression. A well written and well developed essay animates the candidate as a real person who is worth knowing. It can convey what you have accomplished; fill in the gaps around your grades and test scores; and explain who you are. A superior essay presents honest insight into what is special about you. Since it is also a sample of your skill, it

should be your best possible effort and demonstrate your commitment to the Writing Process as taught to you at Arroyo Pacific Academy.

- ✓ Do not wait until the last minute.
- ✓ Correct for grammar, punctuation, spelling and content.
- ✓ Let someone else read and revise your 1<sup>st</sup> draft of the essay.
- ✓ Keep a final copy for your files.



### A Secondary School Report

Most private college, universities and a couple out of state public colleges, require that the school fill out a Secondary School Report (SSR). This form requires information available only from the office of the Dean of Studies. An SSR includes your academic record, curriculum difficulty, character and overall evaluation. A SSR is different from a Letter of recommendation. A typical SSR will request the following:

1. Academic rigor and performance
2. Applicant's capacity for interpersonal growth and academic performance
3. Applicant's character traits
4. Discipline history
5. Grade point Average

The Secondary School Report is also known as an Academic reference, Counselor Reference, Counselor Recommendation, Recommendation, or School Report.

Pepperdine's Secondary School Report is online and must be completed online by an administrator or teacher. It is called Academic Reference. The link should be sent to whomever you choose to refer you.

Do not wait until the last minute to request a Secondary School Report. Please allow a minimum of 3 weeks to process an SSR and/or letter of recommendation.

### **A Mid-Year Report**

A Mid-Year Report is similar to the Secondary School Report, but it is sent out after Fall Semester of your Senior year. You will need to complete a Transcript Request Form so that your transcript will be included with this form. The Mid-Year report and Transcripts are used to review an applicant's Senior year progress and performance.

## **Administrator and Teacher Recommendation Procedures**

Our administration and faculty spend a considerable amount of time and effort preparing thoughtful, well-written recommendations for our students. It is our desire to help you attain admission to the college or university of your choice.

- ✓ Do not assume that recommendations are quickly and easily prepared.
- ✓ Do not ask an administrator or teacher to write a recommendation a few days or on the day it is due.
- ✓ Be sure to write a thank you note to the administrator or teacher for his or her time and help. Your teacher's efforts should be treated with the highest regard.

The University of California and the California State University campuses do not consider letters of recommendation.

### **Administrator's Letters of Recommendation**

The administration's recommendation will give admission officers a perspective of you as a person and as a student in our college preparatory school. This evaluation accompanies the Secondary School Report.

### **Teacher's Recommendation**

If it is required by a college/university to have a teacher recommendation, you are to complete the Teacher Recommendation Request Form before asking your teacher to write one for you. You are to allow at least four weeks for these letters or recommendations to be completed. Include a stamped and addressed envelope for each school to which the letters or recommendations will be sent. You are to make these requests in person. Remember to be courteous, as the teacher is doing you a favor by writing a recommendation. It is your responsibility to follow up with each teacher to make sure the letters are mailed on time.



## The Common Application

[www.commonapp.org](http://www.commonapp.org)



The Common Application provides a common, standardized first-year application form for use at any member institution. The Common Application currently provides both online and print versions of its First-year and Transfer Applications. Membership of nearly 300 institutions now represents the full range of higher education institutions in the US: public and private, large and small, highly selective and modestly selective, and East Coast, West Coast, and every region in between. You can get a Common Application by writing to the NASSP at 1904 Association Drive, Reston, VA 20191. A downloadable version will be available in August.

This is an application that you only fill out once, but can submit to any of the member schools.

There are 3 supplements included in the Common Application.

### 1. Teacher Evaluation

- The student fills out the top portion and gives it to the teacher(s) that will be writing letters of recommendation.
- The student should have photocopies for each school that will be accepting the Common Application.
- The student should provide self-addressed, stamped envelopes for the teachers to mail the Teacher Evaluation and letter of recommendation directly to the specified schools.

### 2. School Report

- This is the Secondary School Report. The student fills out the top portion and brings it to the Dean of Studies.
- The student should have photocopies for each school that will be accepting the Common Application.
- The Dean of Studies will then mail this report, along with a transcript, directly to the specified schools.

### 3. Mid-Year Report

- This is the Mid-Year Report. The student fills out the top portion and brings it to the Dean of Studies.
- The student should have photocopies for each school that will be accepting the Common Application.
- The Dean of Studies will then mail this report, along with a transcript, directly to the specified schools.

Each school has different requirements for these supplements. Please review the instructions specific to all schools before applying.