

GUIDANCE NEWS

September 2011

Director of Guidance/Editor: Michael Neberz
 Layout: Eileen Maxon

Vol.17 No.1

PURPOSE OF THIS NEWSLETTER

It is our goal to keep parents informed of guidance activities throughout the year. The Guidance News will be published in September, December, and March. Please take the time to read the articles and speak with your children about topics that affect their future.

In This Issue...

From the Director's Chair – Michael Neberz

- Counselor Assignments
- How to See Your Counselor
- Progress Reports
- Requesting Homework
- Registrar
- Guidance Objectives
- Important Dates
- Corrections/Updates
- Selective Service Registration
- Course Placement Change Policy
- What Does an "INC" Mean?
- Explore TCD Trip
- Tutoring Options
- Naviance

Special Projects – Gilda Ross

- CARES Corner
- Glenbard Gratitude Day
- Volunteers Needed

Testing – Carole Gebka/Rhiannon Sieck

- PSAE Update
- PSAT

Testing continued...

- 2010-11 College Testing Calendar
- College Admissions Testing
- ACT Students with Disabilities Testing
- SAT Students with Disabilities Testing

College Bound – Chris Lubiniecki

- College Application Procedures
- Internet Resources
- College of DuPage
- Open Houses
- College Fairs
- College Fair & College Night Preparation
- Statistics for Class of 2012
- Checklist Juniors/Seniors
- Questions to Ask Reps
- Visiting with College Reps
- Colleges Visiting in September/October

Financial Aid Planning – Norma Vega-Rodriguez

- Financial Aid 2011/12
- NCAA Scholarship Update
- Financial Aid Timeline for Seniors
- Financial Aid Websites to Bookmark

COUNSELOR ASSIGNMENTS

Counselor	Ext.	'12	'13	'14	'15	Availability
Ms. Sieck	2245	Fr.Connections & BI-Br	A-Carm	A-Carm	A-Con	7:20 a.m.-2:50 p.m.
Mr. Neberz	2246	A-Bi & Bu-Ch	Carn-Do	Carn-Do	Coo-E	7:00 a.m.-2:50 p.m.
Ms. Campbell	2244	Ci-F	Dr-Gaz	Dr-Gaz	F-Hd	Monday, Wednesday, Thursday
Ms. Lubiniecki	2243	G-Ki	Ge-Kez	Ge-Kez	He-K	7:20 a.m.-2:50 p.m.
Ms. Gebka	2241	KI-Me	Kf-Moo	Kf-Moo	L-M	7:20 a.m.-2:50 p.m.
Ms. Morris	2248	Mi-Ram	Mop-Rh	Mop-Rh	N-Re	7:20 a.m.-2:50 p.m.
Ms. Culloton + ELL Students Grades 9-12	2540	Ran-Sa	Ri-St	Ri-St	Rf-S	7:20 a.m.-2:50 p.m.
Ms. Vega-Rodriguez + ELL Students Grades 9-12	2247	Sc-Z	Su-Z	Su-Z	T-Z	7:20 a.m.-2:50 p.m.
Ms. Ross Special Projects Counselor	2277					Hours and days vary

HOW TO SEE YOUR COUNSELOR



The role of the counselor is to facilitate a positive educational experience for all students. Communication between parents, students, teachers, and counselors is a critical ingredient in this process. We encourage students to make an appointment through the guidance secretary to see their counselor when help is needed. In an emergency, the student should indicate to Mrs. Maxon, the guidance secretary, that they need to see the counselor immediately. **Parents are encouraged to set up conferences with their counselor and student at any time there is a need.**

PROGRESS REPORTS

During the school year, teachers will send out mid-term progress reports to inform you of current classroom performance. The teacher's name and comments will appear on the form as will the counselor's name. If you have questions about the report, your first contact should be with the classroom teacher. After speaking with the teacher, you may need to contact the counselor regarding correct placement.

Teachers' e-mail addresses can be found on the Glenbard West website. Reports are generated around the sixth week of the quarter.

Parents and students are strongly encouraged to use Powerschool to check student progress on a regular basis.

REQUESTING HOMEWORK

When a student is absent due to illness three days or longer, parents or students may request assignments through the nurse's office. **Please call as soon as you feel the absence will be three days or longer.** The nurse will notify the counselor and the attendance office of the absence and will request homework from teachers. Homework assignments may be picked up in the Guidance Office. Absences of less than three days do not require calling for assignments. Teachers allow adequate make-up time for this amount of work when the student returns. Students are encouraged to use their First Class e-mail accounts to contact teachers in the event of an absence.

Extended absences of two weeks or more may require homebound tutoring. Contact your counselor if an extended

REGISTRAR

Mrs. Erl, our registrar, can be reached at ext. 2242 between the hours of 7:00 a.m. and 3:30 p.m. Transcripts, work permits, and good driver discount forms are common requests handled by our registrar.

GUIDANCE OBJECTIVES

In order to provide equitable services to all students, counselors are expected to complete the same guidance objectives. Each newsletter will list current objectives to inform you of what is happening with your son/daughter. This will allow you to discuss the results of individual conferences, testing, small group presentations, and other guidance activities.

During the months of September-November, counselors will focus on meeting senior students individually for future planning sessions. A meeting was held with all seniors to initiate the college/career application process. Counselors will also conduct individual conferences with transfer students.

Sophomores will be visited during English classes on Tuesday and Wednesday, September 27 & 28. Students will be working with counselors and utilizing Naviance to investigate career interests, understand personality traits and develop areas that can be directly connected to occupations and majors for college exploration. Sophomores will also be meeting with counselors in December to choose classes for the 2012-13 school year.

Counselors will plan, organize, and present our **College Night, Thursday, October 6**. Although all students and parents are invited, this night is especially for juniors. Counselors cover various topics including post-high school alternatives, upcoming college entrance tests, college requirements, financial aid, and additional information for future planning. An information-packed folder will be distributed to those who attend College Night. During the first semester, counselors will conduct group meetings with juniors via their regular English classes to discuss post-high school planning.

The Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT) will be administered to interested juniors and All sophomores on **October 12**.

Freshmen will receive a variety of orientations throughout the course of the school year during PLC time. The first of the orientation dates will occur on September 19 & 26 and cover high school planning, curriculum preparation and high school/college requirements. Freshmen will receive a copy of their four-year plan after small group meetings with their counselors in October, November and December. Counselors will follow up with curricular discussions when students meet with their counselor to choose classes for the 2011-12 school year in January.

Mandatory Freshman PLC Dates:

September 19 – Freshman Orientation and Planning

September 26 – Freshman Orientation and Planning

November 14 – The West Way: Be Successful!

January 23 – Enrollment Information

March 12 – The West Way: Be Respectful!

April 16 – The West Way: Be Involved!

CORRECTIONS/UPDATES

Please call the guidance secretary, Eileen Maxon, at 942.7482 to correct or update us on any directory information (address, phone numbers, etc.). This ensures continued communication.

IMPORTANT DATES

Monday, September 15

PSAT Registration starts

Friday, September 29

Deadline for PSAT sign-up at 3:30

Thursday, October 6

College Night – 7:00 p.m. in the Auditorium

Wednesday, October 12

PSAT is administered.

Friday, October 14

National Hispanic College Fair-Aurora East

End of first quarter

Friday, October 28

Grades are viewable on PowerSchool

Monday, November 7

Deadline TCD Field Trip Sign-up

Friday, November 11

Last day to change to an audit.

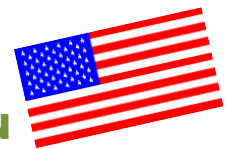
Tuesday, November 15

Financial Planning Seminar
7:00 p.m. – library

Wednesday, November 16

Explore TCD Field Trip, periods 3-8

SELECTIVE SERVICE REGISTRATION



Male students who are 18, or about to turn 18, are required by federal law to register with the Selective Service System within 30 days of their 18th birthday. Registration is a requirement for federal student loans, job training benefits, and federal employment. Students may register at their local post office, in our Registrar's office by presenting identification, or if you have your Social Security Number handy, hop on the Internet and go to the Selective Service website <http://www.sss.gov>.

COURSE PLACEMENT CHANGE POLICY

***Please note:**

Counselors should communicate the timing of class changes with each teacher involved to ease the grading exchange between teachers. Teachers should inform counselors before winter break if a level change is to be made by the end of the first semester (for Semester 2).

Core Departmental Changes:

- A change in placement may take place during the first five weeks (progress reports) of the first semester.
- After the first five weeks of the first semester, a student must wait until the end of the quarter before a placement change will be granted/recommended.
- After the tenth week in the first semester, no placement changes will be granted.
- The final time to change level placement is at the end of the first semester.

Glenbard Township High School District 87 Policy 6:310-R7

Instruction

Administrative Procedure — Dropping Courses

Course placement is a result of student choices, parental input, teacher recommendation and department chair and counselor guidance.

A. Effective April 30, 2009, a student may drop a course up through April 30th of the school year preceding their enrollment in a specific course. After that date, the master schedule will be set and only Guidance Department initiated schedule changes can be made until the start of the new school year.

B. After the school year begins, no class changes will be made except for the following: 1) Failed a class/Lack of pre-requisite skills, 2) level change recommended by the subject area Department Chair, 3) Error in Registration/Placement. Students with less than 300 minutes of daily instruction will be added to a course on a space available basis or a study hall.

C. During the term of a student's enrollment in a course, that student may be administratively dropped for disciplinary or truancy reasons and will receive a failing grade on the permanent record unless an exception is approved by the Building Principal.

REVISED: January 12, 2009

TUTORING OPTIONS

We suggest the following for students needing help in their coursework:

- ❖ Get a pass to see a teacher during a resource period. Referrals to Academic Resource for students with a study hall began September 12, 2011.
- ❖ See your teacher before or after school according to his/her availability.
- ❖ If there is still difficulty despite hard work and extra help, see your counselor to check your level placement. There is no list of individual outside tutors available; however, we do have a list of students from National Honor Society who will provide tutoring.
- ❖ STRIVE, an after school study program, will began Tuesday, September 13. Teachers will provide academic support from 2:50-3:50 p.m. in the MURC. See your counselor for more information.

WHAT DOES A “INC” MEAN ON A REPORT CARD?

An “INC” indicates an incomplete in a course. No grade can be given until the student makes up the work required. It is the student’s responsibility to contact the teacher about an incomplete.

Incompletes must be made up by the end of the next quarter (end of July for fourth quarter incompletes); however, the teacher may have an earlier deadline depending upon the nature of the work missed. Incomplete work that is not completed by the deadline is figured into the grade as a “1” (failing grade).

EXPLORE TCD FIELD TRIP

Explore TCD is a visitation day at the Technology Center of DuPage planned for Wednesday, November 17. Students will have the opportunity to visit program areas of their choice. All sophomores will be mailed an invitation and registration form. Bus transportation will be provided by Technology Center of DuPage. The sign-up deadline is Wednesday, November 10.



What is Naviance?

District 87 and Glenbard West are pleased to announce we have a *NEW* web-based college and career exploratory program called Naviance. This program provides the student the ability to conduct college searches, take career interest inventory, build a resume, track college applications, and communicate with Guidance counselors. Once logged on, users will find numerous functions to help them with the college search process.

Currently we are working to try to take full advantage of the program and all it has to offer. We will spend the entire school year getting students logged in so they too can reap the benefits of the information that Naviance provides. Eventually, parents will also have the ability to log in and access information. In the meantime, if your student isn’t currently signed up, here is how they can get started. This will no way affect our programming and they will be able to participate in Guidance curricular activities connected to Naviance as they occur.

How to sign up:

Students may log-in to Naviance *Family Connection* through the Glenbard West website: www.glenbardwesths.org; click on the “Guidance” tab and the link to “Naviance” on the left-hand side of your screen. New users will need to register doing the following:

- At the “Welcome to Family Connection” screen, during your initial log-in, click on the “*forgot your password?*” link at the bottom of the screen.
- Under “Reset Password,” type in your First Class email address (*First Name_Last Name_ID Number@glenbard.org*) and click “Resend Password.”
- Your new, temporary Naviance password will be sent to your First Class email address.
- You will then change your password after your initial log-in.

CARES CORNER

Please consider this your invitation to participate in our outstanding GPS... Glenbard Parent Series – *Navigating Healthy Families* ... for the 2011-12 school year. All are welcome and no registration is required. More information is available about GPS and CARES on the Glenbard West website under the “Parent” tab at the top of the home page. Don’t miss out!

Tuesday, October 18 – 7 pm, Glenbard East

Blessings of a B minus – Dr. Wendy Moge

Tuesday, October 18 – 7 pm, Glenbard East

A panel discussion on “Keeping Kids Safe” will be presented in Spanish.

Thursday, October 27 – 9-11 am

Marquardt Administration Center in G.H.

Counseling to Increase Compliance, and How to Motivate Your Child for Success – Dr. Gary Hill

Monday, November 14 – 1:30-3:30 pm

Glenbard South

The Science of Success: Optimizing Student Performance- Developing Self-Awareness, Empathy, and Resilience in Schools – Dr. Siegel Dr. Siegel’s best-selling book *Mindsight* will play a prominent role in his workshop.

Monday, November 14 – 7 pm, Glenbard North

The Adolescent Brain

Monday, November 14 – 7 pm, Glenbard North

Limit Setting and Acculturation – presented in Spanish -

Dr. Theresa Segura-Herrera

Prior to GPS evening programs, join us for a Parent-to-Parent

Drop-In Discussion group at 6:30 pm.

Saturday Programs

Navigating the Educational System: Power School, Advocating for Your Child, Resources

Saturday, October 22 – 10:30 am-12:00 pm

Glenbard East

“Everything You Need to Know About the ACT/College tests; and a Study-Skills Workshop for Boosting Academic Achievement.”

Saturday, November 12 – 10:30 am-Noon

Glenbard West

“How to Get to College/the College Admission Tests, Essay Writing, Building a Foundation for Educational Success.”

Historical black colleges will also be highlighted.

GLENBARD GRATITUDE DAY

On Wednesday, November 16, all Glenbard students, with their clubs, teams and friends, are invited to the cafeteria after school to create cards and letters of thanks and appreciation to members of our community, sponsored by the Glenbard ACTS (Advocating Character Through Service) Committee. The goal of ACTS is to promote civic engagement and foster student’s compassion for others.

Returning this year is GIVS (Glenbard Instructional Volunteer Student Leader). We are looking for seniors and juniors with a study hall who wish to volunteer as a classroom helper during their study hall. More information is available by contacting Gilda Ross at 630.942.7573 or by email gilda_ross@glenbar.org or Erica Fouser at ericafouser@gmail.com .

PARENT VOLUNTEERS ARE NEEDED NOW FOR:

The Glenbard West Staff Appreciation Dinner on **November 3** at Parent Teacher Conferences. to help prepare a light snack for staff.

Contact Jill McCormack at jbmccormack@comcast.net

Young Hearts for Life Screening takes place **October 27 & 28**. Contact Jodie Chester at jodiejmc@yahoo.com

Post Prom Party Planning has just begun
Contact Kelly Roule at ksroule@msn.com

Please join us at our next planning meeting on Monday, November 7 in the Glenbard West library. Contact Christa Mannion at christa7@comcast.net to learn more about CARES.

APRIL 2012 ACT/PRAIRIE STATE ACHIEVEMENT EXAM

This spring, all juniors will take an ACT exam as part of the Prairie State Testing Program. The Prairie State Exam will be given on April 24 and April 25, 2012.

Advantages to this approach to college testing include:

- No Cost
- Students may use this as a practice test.
- Serves as third step in our College/Career Planning Program
- Assists in making college decisions

Details will be forthcoming in subsequent newsletters. The writing portion of the ACT **will not** be included in this year's ACT.

PSAT/NMSQT

The PSAT/NMSQT is a preliminary or "practice" SAT administered on Wednesday, October 12.

Juniors who do not take the test on Wednesday, October 12 and still want to be considered for National Merit Scholarship recognition, have the following options:

The address is:

Educational Services
National Merit Scholarship Program
1560 Sherman Avenue
Suite 200
Evanston, IL 60201-4897
Phone: 847.886.5100
www.nationalmerit.org

1. Register for the October 15 test at another high school at www.collegeboard.org.
2. You need to write as soon as possible to request information about alternative testing no later than March 1, 2012.

2011-2012 COLLEGE TESTING CALENDAR

ACT

Test Day: Saturday
*September 10, 2011
October 22, 2011
December 10, 2011
February 11, 2012
April 14, 2012
June 9, 2012

SAT I & SAT II

Test Day: Saturday
October 1, 2011
November 5, 2011
December 3, 2011
January 28, 2012
(SAT I only) March 10, 2012
*May 5, 2012
June 2, 2012

PSAT

Test Day: Wednesday
October 12, 2011

Advanced Placement Exams

Test Dates
*May 7-11 & May 14-18

***Given at Glenbard West**

Note: It is very important when filling out ACT and or SAT I applications that Glenbard West's **CEEB Code (142075)** be coded in. Students need also to release test score results to ISAC in order to be considered for State of Illinois scholarship opportunities.

COLLEGE ADMISSIONS TESTING

SOPHOMORES

Fall	10/12/11	PSAT	\$21	Practice SAT (Especially recommended for Honors Students) Mandatory for all sophomores Solid predictor for AP Potential Score Range 20-80 Sign up at school with Registrar
Spring	April	PLAN	Free	

JUNIORS

Fall	10/12/11	PSAT	\$15 @ GW	Practice SAT Determines National Merit Semi-Finalists (top 1/2 of 1% in nation) Score Range 20-80 Sign up at school with registrar 9/27/10-10/8/10
April	4/24/12	ACT (PSAE)	Free	Free – during school days No mail-in registration necessary
June	6/19/12	ACT (with writing test) -	\$34 \$49.50	Four (4) Subtests given: English, Reading, Math, and Science Reasoning <u>Optional</u> : Writing Test Score Range 2-36 Register online or paper application
Spring	5/5/12 6/2/12	SAT I	\$49	Three (3) Tests given: Verbal, Math, and Writing Score Range 200-800 Register online or paper application
Spring	5/7/11 6/5/11	SAT II (subject tests)	\$22 base + \$11 per subject	REQUIRED by highly selective colleges/universities Primarily used for placement purposes

SENIORS

Fall	(11)	ACT <i>or</i> SAT SAT II's	Retakes REQUIRED by highly selective schools
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TEST REGISTRATION

Students can register for tests online.

ACT www.actstudent.org

SAT www.collegeboard.org

or Pick up paper registration packets in the guidance office.

Deadlines set by ACT and CollegeBoard require students to register **at least** six (6) weeks before the test date.

ACT Test Accommodations for Students with Disabilities

2011-12	Extended Time National Testing	Special Testing																												
Eligibility to Request Extended Time	<ul style="list-style-type: none"> Professionally diagnosed condition. Appropriate documentation on file at school. Extended time used on tests in school due to disability. 	<ul style="list-style-type: none"> Professionally diagnosed condition. Appropriate documentation on file at school. Extended time used on tests in school due to disability. 																												
Which Type of Testing to Request	Apply for Extended Time National Testing if the student: <ul style="list-style-type: none"> Normally uses up to time-and-a-half for tests in school AND Can use a regular type (10-point) or large type (18-point) test booklet AND Will test at a test center in the U.S., U.S. territories, Puerto Rico, or Canada. 	Request Special Testing only if the student: <ul style="list-style-type: none"> Request Special Testing only if the student: Normally uses more than time-and-a-half on tests (or uses extended time only on writing tests), or Requires testing over multiple days due to the nature of the disability, or Normally uses alternate test formats such as Braille, cassettes, audio DVDs, or a reader; or a scribe or computer for essays (typically for disabilities that prevent students from writing independently) Needs extended time or alternate formats and will test outside the U.S. or Canada.																												
Testing Time Authorized	<ul style="list-style-type: none"> Time-and-a-half: 5 hours total for ACT (No Writing) or 5 hours and 45 minutes total for ACT Plus Writing (includes breaks between tests). Self-paced within total time allowed. Must complete all tests in a single session 	<ul style="list-style-type: none"> Timing guidelines based on test format and disability diagnosis. Time for each test individually monitored. May request to test over multiple days (at least one test per day). 																												
Other Accommodations	<ul style="list-style-type: none"> Requests for accommodations must be warranted by documentation submitted. On written request, supported by documentation, may be authorized to bring a sign language interpreter for spoken instructions, etc. 	<ul style="list-style-type: none"> Requests for accommodations must be warranted by documentation submitted. On written request, supported by documentation, may be authorized for assistance marking answers, magnifying device, reader, Braille device, etc. 																												
Forms and documentation to Submit Forms may be downloaded from www.act.org/aap/disab/index.html	<ul style="list-style-type: none"> 2011–2012 Application for ACT Extended Time National Testing Supporting documentation required: <ul style="list-style-type: none"> If first diagnosed within last 3 years, complete documentation required. Copy of test accommodations pages from most current IEP, Section 504 Plan, or official accommodations plan. If plan has been in place less than 3 years, complete documentation required. Copy of test accommodations pages from most current IEP, Section 504 Plan, or official accommodations plan. If plan has been in place less than 3 years, complete documentation required If no current IEP, Section 504, or accommodations plan, include exceptions information and complete documentation specified on application. A copy of your admission ticket for the test date for which you are requesting extended time. 	<ul style="list-style-type: none"> 2011–2012 Request for ACT Special Testing Supporting documentation required: <ul style="list-style-type: none"> If first diagnosed within last 3 years, complete documentation required. Copy of test accommodations pages from most current IEP, Section 504 Plan, or official accommodations plan. If plan has been in place less than 3 years, complete documentation required. If no current IEP, Section 504, or accommodations plan, include exceptions information and complete documentation specified on request form. Do not register online or complete a registration folder. Payment of basic fee for test location: U.S., U.S. territories, Puerto Rico, and Canada: \$34 ACT (No Writing); \$49.50 ACT Plus Writing Other locations: (add \$27 international surcharge) \$61 ACT (No Writing); \$76.50 ACT Plus Writing (not offered in Feb.) 																												
Test Dates or Testing Windows, Deadlines, and Retest Restrictions	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; border-bottom: 1px solid black;">Test Date</th> <th style="text-align: center; border-bottom: 1px solid black;">Postmark Deadline</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Sept. 10, 2011</td> <td style="text-align: center;">Aug. 12, 2011</td> </tr> <tr> <td style="text-align: center;">Oct. 22, 2011</td> <td style="text-align: center;">Sept. 16, 2011</td> </tr> <tr> <td style="text-align: center;">Dec. 10, 2011</td> <td style="text-align: center;">Nov. 4, 2011</td> </tr> <tr> <td style="text-align: center;">Feb. 11, 2012</td> <td style="text-align: center;">Jan. 13, 2012</td> </tr> <tr> <td style="text-align: center;">Apr. 14, 2012</td> <td style="text-align: center;">Mar. 9, 2012</td> </tr> <tr> <td style="text-align: center;">June 9, 2012</td> <td style="text-align: center;">May 4, 2012</td> </tr> </tbody> </table> <ul style="list-style-type: none"> May not test both National and Special within 60 days. Check test center and test date availability. 	Test Date	Postmark Deadline	Sept. 10, 2011	Aug. 12, 2011	Oct. 22, 2011	Sept. 16, 2011	Dec. 10, 2011	Nov. 4, 2011	Feb. 11, 2012	Jan. 13, 2012	Apr. 14, 2012	Mar. 9, 2012	June 9, 2012	May 4, 2012	<ul style="list-style-type: none"> Normally at school attended by student; if alternate location, ACT (No Writing) available September 10, 2011, through June 24, 2012; submit request at least 4 weeks before test date (6 weeks preferred); 60 days minimum between repeat Special Testing. ACT Plus Writing available only during testing windows below; submit request by deadline. <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: center; border-bottom: 1px solid black;">Testing Window</th> <th style="text-align: center; border-bottom: 1px solid black;">Postmark Deadline</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Sept. 10 – 25, 2011</td> <td style="text-align: center;">Aug. 12, 2011</td> </tr> <tr> <td style="text-align: center;">Oct. 22 – Nov. 6, 2011</td> <td style="text-align: center;">Sept. 16, 2011</td> </tr> <tr> <td style="text-align: center;">Dec. 10 – 25, 2011</td> <td style="text-align: center;">Nov. 4, 2011</td> </tr> <tr> <td style="text-align: center;">Feb. 11 – 26, 2012</td> <td style="text-align: center;">Jan. 13, 2012</td> </tr> <tr> <td style="text-align: center;">Apr. 14 – 29, 2012</td> <td style="text-align: center;">Mar. 9, 2012</td> </tr> <tr> <td style="text-align: center;">June 9 – 24, 2012</td> <td style="text-align: center;">May 4, 2012</td> </tr> </tbody> </table>	Testing Window	Postmark Deadline	Sept. 10 – 25, 2011	Aug. 12, 2011	Oct. 22 – Nov. 6, 2011	Sept. 16, 2011	Dec. 10 – 25, 2011	Nov. 4, 2011	Feb. 11 – 26, 2012	Jan. 13, 2012	Apr. 14 – 29, 2012	Mar. 9, 2012	June 9 – 24, 2012	May 4, 2012
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Test Location and Supervisor Qualifications	<ul style="list-style-type: none"> At scheduled national test centers; administered in small groups (usually no more than 10 in extended time room). Supervisor must meet required qualifications 	<ul style="list-style-type: none"> Normally, at school attended by student; if alternate location, explanation required; administered individually or in small groups separated by timing code. Supervisor must meet required qualifications. 																												
Contacting ACT 8:30 am-5:00 pm central time, M-F	ACT Registration Extended Time National Testing 301 ACT Drive PO Box 4068 Iowa City, IA 52243-4068 Phone: 319/337-1851 (Extended time questions) 319/337-1270 (to order materials) Fax: 319/339-3032	ACT Special Testing 301 ACT Drive PO Box 4028 Iowa City, IA 52243-4028 Phone: 319/337-1332 (Voice) 319/337-1701 (TDD) Fax: 319/337-1285																												

Important SSD Dates 2011-2012 Academic Year

PSAT/NMSQT

2011 Test Dates	Date by which accommodations request and complete documentation must be received*
PSAT/NMSQT® October 12, 15	August 24, 2011

SAT Reasoning Test™ or SAT Subject Tests™

2011-2012 Test Dates	Eligibility Form Determined Complete by*
October 1, 2011	August 12, 2011
November 5, 2011	September 16, 2011
December 3, 2011	October 14, 2011
January 28, 2012	December 9, 2011
March 10, 2012	January 20, 2012
May 5, 2011	March 16, 2012
June 2, 2012	April 13, 2012

AP

Test Dates	Eligibility Form Determined Complete by*
May 7-11, 2012	February 24, 2012***
May 14-18, 2012	February 24, 2012***

* **When additional information is needed to complete a Student Eligibility Form, the processing will begin on the date the form is complete. Then allow approximately five weeks for processing.

COLLEGE APPLICATION PROCEDURES

1. Before you submit your applications:
 - Know the application deadlines!
 - Attend college Essay Writing Workshops: September 20 (library), October 6 (rm 313), October 20 (rm 313).
 - If essays are required, prepare carefully. Answer the essay question completely and always have someone proofread.
 - Have your ACT or SAT scores sent directly from the testing company to each college.
 - If you need letters of recommendation from either your counselor or a teacher, complete both the **Senior Information Sheet** (pink) and **Teacher Information Sheet** (yellow form) found in Guidance.
 - Playing sports in college? Submit an NCAA Eligibility Center application. (NCAA.org)
2. Once your application is complete, submit the following to your guidance counselor (**at least 2 weeks**) before the application deadline) **for each school** to which you apply:
 - Glenbard Transcript Request Form (Guidance Office or online)
 - 8 ½ x 11” envelope addressed to the college; affix 3 stamps
 - \$3.00 transcript fee (exact cash or check)
 - School Report Form/Counselor Report Form (if required)
 - New! University of Illinois does NOT need your transcript. Complete online application then submit Self Reported Academic Record (SRAR) <http://admissions.illinois.edu/forms/selfreported.html>
3. If your college requires a teacher recommendation:
 - Fill out the Teacher Information sheet and give to your teacher. Allow three weeks.
 - Address and stamp a business-sized envelope for each college so that the teacher can send your letter directly to the college.
 - Follow up with each teacher to be sure the letters were sent.
 - **Send a thank you note to your teacher!**
4. For many four-year colleges, students in the lower half of the class have a different application process. See your counselor before submitting any part of your application.

INTERNET RESOURCES

- Naviance! Via the Glenbard West website: www.glenbardwesths.org - click “guidance” tab and link to “Naviance” on the left-hand side.
- Facebook! “Like” the [Glenbard West Guidance - College Coach](#) Facebook page for weekly updates on college information.
- Check out our *NEW* college blog: GW College Insider www.gwcollegeinsider.blogspot.com

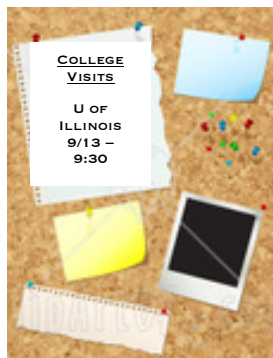
COLLEGE OF DUPAGE

Seniors who plan to enroll at COD for Fall 2012 should send their applications as soon as possible. Taking a summer course would result in “returning student” status for fall, which allows students to register before “new student” registration begins in May. If you haven’t already sent your ACT scores to COD, make sure you contact them at www.actstudent.org.

TCD students should also check their enrollment status with the Admissions Office before applying.

OPEN HOUSES

Most college campuses have open houses for prospective students and their parents during October and November. If you have interest in a college, e-mail, or call the college requesting information on open house dates and times. This is one of the best ways to start developing your college search list.



VISITING WITH COLLEGE REPS

Each year, about 150 college representatives will visit Glenbard West to talk with prospective students. Most of these visits occur during the first semester and again in the spring. The representative with whom you visit may be the same one who will process your application and participate in your admission decision.

The monthly schedule is posted on the bulletin board outside the guidance office (also included in this newsletter and on-line). Please sign up to see reps at least one day in advance. You must get the pass signed by the teacher whose class you will be missing. Attendance will be monitored.

QUESTIONS TO ASK REPS

Admission

What are the admission requirements?

Majors

Do you have my major?

Application

When should I file for admission?

What percentage of applicants are admitted?

Tests

Do you accept both ACT and/or SAT as college admission exams? Do I need the writing section of the ACT? Do I need SAT II?

Financial Aid/Cost

What is the estimated annual total cost?

What are the sources of financial aid and scholarships?

Housing

How difficult is it to get on-campus housing?

What is the cost? How do I apply?

Community College

What are the advantages of going to community college? Will I be able to complete transferable prerequisites to my major field?

COLLEGES VISITING IN SEPTEMBER/OCTOBER

Tuesday, September 27

8:30 – DePauw

10:30 – Hope College

12:20 – Denison U

Wednesday, September 28

9:30 – Willamette U

10:30 – Ohio Wesleyan

11:30 – DePauw

1:45 – Hobart & Wm. Smith

Tuesday, September 28

8:35 – U of Kansas

9:30 – U of Alabama

10:30 – Elmhurst

11:30 – Rockford College

Thursday, September 29

8:40 – Albion

9:30 – Kalamazoo

11:25 – Southern Illinois

10:30 – Benedictine

Thursday, September 30

8:40 – Albion

9:30 – Viterbo

1:45 – Northern Michigan

Friday, September 30

8:30 – College of William & Mary

10:30 – High Point

12:30 – Arizona State

1:45 – Furman U

Tuesday, October 4

8:30 – Southern Illinois/Carbondale

9:30 – Tricoci U

12:50 – Milwaukee School of Engineering

1:45 – Vanderbilt U

Wednesday, October 5

8:30 – Marquette

9:30 – U of WI/Stevens Point

10:30 – Illinois State

11:30 – Indiana Wesleyan

12:50 – Gordon College

1:45 – Western Illinois

**Updated regularly as appointments are scheduled and posted in Guidance and on Naviance.*

How can I find out the specific value of AP Exam grades at the colleges that interest me?

It's always best to check directly with the college or university office of admissions, but you can use the College Board's new AP Credit Policy Search hosted on collegeboard.com

FINANCIAL AID

Check out the Financial Aid section of the West Guidance Department Website found at:
www.glenbardwesths.org → Guidance
This site includes financial aid information as well as links to financial aid and scholarship search sites.

- Connect with the **Financial Aid Office** of the colleges to which you have applied and inquire about sources of financial aid from the college. **The College Financial Aid Office is the number one source of money for paying for college.**
- Attend **College Night** on Thursday, October 6, 2011 from 7-9:00 p.m.
- **Bookmark and use:** www.fastweb.com is an internet address for services that offer scholarship searches, cost calculator, and financial aid advice. www.collegeillinois.org is a website powered by ISAC (Illinois Student Assistance Commission). This is a comprehensive site for college planning with emphasis on financial aid information.
- Check the **Guidance Department Scholarship List** in the **Library** or on the **Guidance Website**, or **Naviance**. Initial list is available mid to end of September—updated monthly.
- **Glenbard West Local Scholarships** include approximately 50 local scholarships totaling over \$140,000 from civic groups, memorial funds, and school organizations. A common application form for all of the scholarships will be available on January 30, 2012 in the Guidance Office or on the Guidance website.
- The **FAFSA** (Free Application for Federal Student Aid) is the form used by all colleges to determine eligibility for Federal and State grants and loans. The form is available online in December and can be submitted any time after January 1, 2012. **File online at www.fafsa.ed.gov by February 15.**
- In addition to the FAFSA, some colleges use a form called the **CSS Profile**. A worksheet is available in the Guidance Office. Colleges that require this form are listed within the Profile. Check with each Financial Aid Office to inquire whether they require their own form. The application is available at www.collegeboard.com.

NCAA SCHOLARSHIP UPDATE

Beginning with the Class of 2008, athletes will be required to complete the following courses to be eligible for a Division I scholarship:

DIVISION I 16 CORE-COURSE RULE 2008 and after

16 Core Courses:

- 4 years of English.
- 3 years of mathematics (Algebra I or higher).
- 2 years of natural/physical science (1 year of lab if offered by high school).
- 1 year of additional English, mathematics, or natural/physical science
- 2 years of social science.
- 4 years of additional courses (from any area above, foreign language or non-doctrinal religion/philosophy).

FINANCIAL AID TIMELINE FOR SENIORS

➤ **October/November**

1. Use fastweb or Glenbard West Scholarship list.
2. Contact the **Financial Aid Offices** of the colleges to which you are applying to find out if they have an additional financial aid form for you to fill out. In addition, ask the college if they will do a **financial aid estimator** to get early information about your family's chances of obtaining financial aid.
3. **Tuesday, November 15, 2011** - Attend the Financial Seminar in the Elliott Library at 7:00 p.m.

➤ **December**

Organize tax information. Pick up the FAFSA worksheet in the guidance office if you do **not** have access to a computer.

➤ **January/February**

File the FAFSA online at www.fafsa.ed.gov or complete the paper copy of the FAFSA and mail by February 15, 2012.

➤ **February/March** (or four weeks after filing the FAFSA), you will receive the SAR or Student Aid Report. This form is used to check over the information that you submitted and report any changes. In addition, if you want the information sent to any other colleges, you can request this on Part 2 of the SAR. The SAR also gives you an estimate of your expected family contribution to college costs based on the information you supplied in the FAFSA. Your counselor can help you locate this information on the SAR.

➤ **March/April** You will receive your financial aid award letter from the college.

➤ Once you are in college, you must reapply for financial aid each year. The forms will be located in the college Financial Aid Office or online.

FINANCIAL AID WEBSITES TO BOOKMARK

www.fafsa.ed.gov

FAFSA assistance filing

www.fastweb.com

Scholarship/college searches

www.collegeillinois.org

General assistance on federal and state programs

www.collegeboard.org

Financial aid estimator and more