

Dear Students and Parents:

Senior year is an exciting time. It is a time of anticipation and transition, full of emotion and change. We look forward to working with you as you deal with all the feelings and decision-making concerning what's important to you, your college choices, and your future in general. Although the college process has the potential to dominate your thoughts, it does not have to be that way. In fact, it is very important to us that our time with you is not bogged down repeating the details and minutiae of the college application and decision-making process.

In an effort to help guide you through this process, we are presenting you with the *Senior Year Workbook*. This is a supplement to the *Harvard-Westlake College Counseling Handbook*, which can also be found online, and is meant to be used in conjunction with the *Handbook*. Wherever relevant in this *Workbook*, we have referred you to the appropriate reference pages in the *Handbook*. Please sit down as a family and look over this *Workbook* together. Of course, a handbook and a workbook may not be able to cover all of your questions; they provide a common base of information.

Students: You are responsible for meeting all deadlines. There are many and you need to be organized. Missing our deadlines will cause delays in sending out documents in a timely fashion. Missing college deadlines can seriously jeopardize your candidacy at that institution.

Parents: Please help your child meet the deadlines in this workbook. As you can understand, our coordinators are processing thousands of pieces of paper for your children; in order for them to do their jobs and guarantee to you that our letters of recommendation and transcripts are mailed to colleges on time, our deadlines must be respected.

As you know, we are always happy to help you with your questions. Please do not forget that the Dean Coordinators, Ryan Wilson and Camille da Santos, are very knowledgeable about the college process. They are also the keepers of various forms and other particulars relating to testing and college applications (e.g., college admission officers on campus, SAT registration forms, etc.). Please take advantage of the fact that they are great resources.

We look forward to working with you again this year and best wishes for an exciting and rewarding senior year!

Tamar Adegbile   Michele Bird   Vanna Cairns   Sharon Cuseo   Canh Oxelson

Jim Patterson   Rose-Ellen Racanelli   Beth Slattery   Jonathan Wimbish

*Upper School Deans*

Phone: (818) 487-6527

Fax: (818) 487-5404

# MAJOR DATES AND DEADLINES

- *Senior Questionnaire Update*\*—Deadline: Friday, September 18<sup>th</sup>, 2009
- *Senior College Night*—Wednesday, September 30<sup>th</sup>, 2009
- Registration deadlines for SAT Reasoning/SAT Subject Tests:
  - For October 10<sup>th</sup> test: Wednesday, September 9<sup>th</sup>, 2009
  - For November 7<sup>th</sup> test: Thursday, October 1<sup>st</sup>, 2009
  - For December 5<sup>th</sup> test: Friday, October 30<sup>th</sup>, 2009
- Registration deadlines for ACT:
  - For October 24<sup>th</sup> test: Friday, September 18<sup>th</sup>, 2009
  - For December 12<sup>th</sup> test: Friday, November 6<sup>th</sup>, 2009
- Asking your teachers for recommendation letters:
  - If you are applying early: Thursday, October 1<sup>st</sup>, 2009
  - If you are applying regular decision: Thursday, November 5<sup>th</sup>, 2009
- *Early Action/Early Decision Contract*\*—Deadline: Thursday, October 1<sup>st</sup>, 2009  
Must be filled out by everyone, regardless of whether you plan to apply early or not.
- *Financial Aid Workshops*—dates in October and December TBA
- *California State University* priority filing deadline: October 1 – November 30, 2009.
- *University of California* application filing period: November 1 - 30, 2009
- *Secondary School Report E-Mail* due to the Dean Coordinators. (Without this, we cannot mail a transcript or a dean's recommendation letter.) This e-mail, to which you must respond by the deadline, will be sent out periodically, starting in September. This is an e-mail form on which you list the schools to which you are applying. This electronic form prompts the Deans' Office to mail Secondary School Reports, transcripts and letters of recommendation to those schools on the list.
  - Deadline if you are applying early: Thursday, October 1<sup>st</sup>, 2009
  - Deadline if you are applying regular: Thursday, December 3<sup>rd</sup>, 2009
- *Final College Application Plan*\* form—Deadline: Thursday, December 3<sup>rd</sup>, 2009
- *Final College Plan*\* form—Deadline: Monday, May 3, 2010

---

\* These forms will be handed out at a Senior Class Meeting.

## SEPTEMBER CHECKLIST

### MAJOR DEADLINES

- *Senior Questionnaire Update*. **Deadline: September 18<sup>th</sup>**. The form is available at the end of the workbook. Tear out carefully.
- Register for October 10<sup>th</sup> SAT Reasoning/Subject Tests. **Deadline: September 9<sup>th</sup>**.
- Register for October 24<sup>th</sup> ACT. **Deadline: September 18<sup>th</sup>**.
- Register for November 7<sup>th</sup> SAT Reasoning/Subject Tests. **Deadline: October 1<sup>st</sup>**.

### OTHER THINGS TO DO THIS MONTH

- Schedule your appointment with your dean. (Take the EA/ED quiz (see p.10) to help determine how soon you should schedule your fall meeting.)
- Check your school mailbox and e-mail daily.
- Call, write or email admission offices or go to a college website.
- For UC and Cal State applications, go to [www.universityofcalifornia.edu/apply](http://www.universityofcalifornia.edu/apply) and [www.csumentor.edu](http://www.csumentor.edu), respectively.
- Register with the Common Application at [www.commonapp.org](http://www.commonapp.org), if you haven't already done so.
- Check your transcript for accuracy. It will be mailed home to you. If we do not hear from you in September, we will assume that your transcript is accurate.
- Attend **Senior College Night** on *Wednesday, September 30<sup>th</sup>*.
- Meet admission officers who visit Harvard-Westlake during the school day. Check the *Daily Bulletin*, the white board across from the Deans' Office and the parent website for the latest information.
- Go to evening programs sponsored by colleges. Check the white board across from the Deans' Office for upcoming receptions.
- In consultation with your dean, choose teachers to ask for recommendations.

## REGISTERING FOR SAT/ACT TESTS

- Because students have different testing needs you should sign up for testing on your own. Please remember:
  - Register online at [www.collegeboard.com](http://www.collegeboard.com) and/or [www.act.org](http://www.act.org). Also, test registration forms may be obtained from the Dean Coordinators.
  - Be sure to register early so that you can increase your chances of testing at Harvard-Westlake.
  - Deadline for the October 10<sup>th</sup> SAT test is September 9<sup>th</sup>. The deadline for the November 7<sup>th</sup> SAT test is October 1<sup>st</sup>.
  - Deadline for the October 24<sup>th</sup> ACT is September 18<sup>th</sup>. The deadline for the December 12<sup>th</sup> ACT is November 6<sup>th</sup>.
  - December testing is the last test guaranteed to be accepted by the UC system.
  - If you are applying early decision or early action, in most cases, you can still test in November; however, there is no guarantee that this test will be sent to the college in time for consideration.
- The Harvard-Westlake School CEEB Code is:

**052-159**

**M E M O R I Z E I T !**

## SENDING YOUR SAT REASONING TEST, ACT and SAT SUBJECT TEST SCORES

- It is your responsibility to have SAT Reasoning Test or ACT and your SAT Subject Test scores sent to colleges (including the UC campuses). If you are applying Early Decision/Early Action, you must take care of this by the early deadlines.
- *Once you have finished all your testing*, you should request that score reports be sent to the colleges to which you are applying. Because colleges and universities now have different guidelines about which testing they require, we encourage you to submit all of your scores to each school. If you choose not to do that, at the very least, you **MUST** determine what each school's policy is and adhere strictly to that policy. The Deans will not know every school's policy, so it is your responsibility to follow each school's guidelines.
- For the ACT, only the test sitting you request will be sent. If you take the ACT more than once you can choose not to send one or more sittings.
- Sending scores to colleges:
  - The last time you choose to take a standardized test, indicate on your registration form all the colleges to which you would like your scores sent (ETS will send four complimentary reports with your registration). ETS will send each college your entire testing history. ACT will send only the sittings you request to be sent.
  - If you do not take any more standardized tests as a senior, you can request your scores be sent by mail, phone, or via [www.collegeboard.com](http://www.collegeboard.com) or [www.act.org](http://www.act.org).

## COLLEGE REPRESENTATIVES HERE ON CAMPUS

*The Daily Bulletin*, the white board across from the Deans' Office and the parent website report times and dates college admission officers will be on campus. See p. 53-56 of the *College Counseling Handbook* for the list of visitors from last year—most are likely to come again this year. A current schedule of visiting representatives is posted outside the Deans' Office.

- There are several reasons to take the time to meet with college representatives:
  - The college representatives who visit our school are usually the people who will read your file when you apply.
  - These visits provide valuable opportunities to learn more about various colleges.
  - Even if you are applying early, you should not ignore these opportunities. Remember—you may not be accepted by your early decision choice. Be prepared and be informed.
  - Deans can counsel you more effectively if you have met with college representatives and discussed their institutions. The more informed you are, the better decision-maker you will be.
- If you need to miss a class to meet with a college representative, you must adhere to the following:
  - You must ask your teacher *at least* one day in advance if you may miss class for a college meeting. Teachers have the right to deny your request.
  - You are responsible for all work covered in class.
  - You may not miss a test.
  - Attendance will be taken at all college representative visits and posted online for faculty viewing.

## VISITING COLLEGES DURING THE SCHOOL YEAR

- One of the most important parts of the college search process is the campus visit. Please read p. 15-16 of the *College Counseling Handbook* for advice about planning your visits to various campuses and potential interviews there.
- If you are unable to make such a trip, here are some things you should do:
  - Take advantage of the variety of colleges in the Los Angeles area. You can learn a lot about different types of schools by the cross-section available in your home town.
  - Visit college websites and take virtual tours online.
  - Borrow college videos from the Harvard-Westlake library.
- For attendance procedures relating to college visits, read p. 16 of the *College Counseling Handbook*. **A NOTE OR CALL FROM YOUR PARENT WILL NOT SUFFICE.** Please remember:
  - You are permitted to miss **three school days** (excused absences) for college trips at any time during the school year; you must make up any missed work.
  - It is up to you to make arrangements for your visits; you, not your parents, should make the phone calls to the admissions offices. If you have questions about how to do this, see your dean.
  - Complete a *College Visit Request Form* (obtained from your dean) at least one week before your proposed trip (see sample form on the next page).
  - If you are visiting a campus as a recruited athlete, an auditioning artist, or as a potential scholarship recipient, use the *College Campus Recruiting Form*. These kinds of visits are not counted toward your three excused days.
  - If you anticipate missing more than the excused three days, speak to your dean **BEFORE** you leave. Planning ahead is crucial. If you extend a visit without planning ahead, your teachers are not obligated to accept your late work nor are they required to allow you to retake tests.

# COLLEGE CAMPUS VISIT REQUEST FORM

Student \_\_\_\_\_ Date \_\_\_\_\_

1. **TO THE STUDENT**

I understand the rules about my leaving Harvard-Westlake School to visit colleges and agree to abide by them. I know that I am allowed to leave school a total of 3 school days during the year to visit colleges, if needed.

Number of **school days** previously excused for a college trip \_\_\_\_\_  
Number of **school days** in this trip \_\_\_\_\_  
Total **school days** excused \_\_\_\_\_

I have met with my dean and reviewed my college goals. I will be visiting the following colleges:

<u>COLLEGES</u>	<u>DATES</u>
_____	
_____	
_____	from _____ to _____
_____	<b>(Put day of week and date)</b>

Student's Signature \_\_\_\_\_

2. **TO THE SENIOR TEACHERS:**

The student above understands that he/she is responsible for making up any work missed as a result of the proposed college campus visits. By signing this form I give permission for the student to miss my class on the relevant day(s).  
I have indicated what the student will be required to make up, if applicable.

NAME OF CLASS	MAKE UP DATES FOR PAPERS, TESTS, QUIZZES (In the case of a test or quiz, please write the date and period of the make-up.)	TEACHER'S SIGNATURE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. **TO THE DEAN:**

This student has consulted with me about visiting the colleges he/she has listed. He/she has also obtained all the necessary signatures. I approve his/her absence from school on the dates listed above.

Dean's signature: \_\_\_\_\_

4. **TO THE STUDENT:**

**GIVE THIS COMPLETED REQUEST FORM TO MR. PRECIADO FOR  
ATTENDANCE CODING. OTHERWISE, THE ABSENCE IS NOT EXCUSED.**

## TEACHER RECOMMENDATION LETTERS

- Read p. 30-31 of the *College Counseling Handbook* and consult your dean about which two teachers from whom you should request recommendations. There are certain procedures and points of etiquette to which you must adhere. Most importantly:
  - Ask in person.
  - Ask the same two teachers to write all your recommendations, except in special circumstances (see the *Handbook* for a description).
  - Determine if your teachers would like to submit their recommendations online or on paper.
    - If they choose electronic submission, follow the instructions given by your Dean in Senior Class Meeting.
    - If they choose paper, you must provide a stamped, addressed, self-sealing envelope along with each college application's teacher recommendation form. In the case of the Common Application, you must submit a form for each college on the Common App and write the name of that college in the top right hand corner of the sheet. Include the teacher's name with Harvard-Westlake's return address (NOT your own address) on the envelope. Teachers will not send a recommendation until provided with this addressed, stamped envelope.
  - Make sure to sign the waiver form whenever asked, because a college will lend more credibility to the letter if you have done so and you will not have access to your letter even if you do not sign the waiver.
  - If you are interested in having someone write extra letters of recommendation, read p. 32 of the *Handbook*, then consult your dean.

### DEADLINES FOR RECOMMENDATION REQUESTS

- If you are applying early decision/action, the deadline is October 1<sup>st</sup>..
- If you are applying regular decision, the deadline is November 5<sup>th</sup>.
- **Faculty are well aware of these deadlines. They are not obligated to honor requests made after these dates.**

**TO APPLY EARLY OR NOT TO APPLY EARLY—  
THAT IS THE QUESTION...**

- Learn the terminology. Read p. 22 of the *College Counseling Handbook*.
- Confused about applying early? Take the Early Action/Early Decision Challenge below. This should clear up any confusion.

**TAKE THE E.A./E.D. CHALLENGE!**

*STILL CONFUSED ABOUT WHETHER YOU SHOULD BE APPLYING EARLY SOMEWHERE? WELL, HERE'S A QUICK AND EASY WAY TO FIGURE IT ALL OUT. BEFORE YOU SEE YOUR DEAN WITH THIS ISSUE, TAKE THE FOLLOWING QUIZ!*

**1. IS THERE A COLLEGE YOU REALLY LIKE? YES OR NO.**

*IF YOUR ANSWER IS YES, CONTINUE. IF YOUR ANSWER IS NO, STOP. YOU ARE DEFINITELY NOT APPLYING EARLY ANYWHERE.*

**2. IS THERE A SINGLE COLLEGE THAT YOU LIKE MORE THAN ANY OTHER COLLEGE? YES OR NO.**

*IF YES, CONTINUE. IF NO, STOP. YOU ARE NOT APPLYING EARLY.*

**3. HAVE YOU VISITED THE COLLEGE THAT YOU LIKE MORE THAN ANY OTHER COLLEGE? YES OR NO.**

*IF YES, CONTINUE. IF NO, STOP. YOU ARE NOT APPLYING EARLY.*

IF YOU HAVE ANSWERED YES TO EACH OF THE ABOVE QUESTIONS, THEN YOU MAY GO TO YOUR DEAN AND DISCUSS THE EA/ED PROCESS. IF NOT, YOU ARE NOT APPLYING EARLY ANYWHERE.

## OCTOBER CHECKLIST

### **MAJOR DEADLINES**

*If you are applying EA or ED, ask your teachers by **October 1<sup>st</sup>** about writing letters of recommendation.*

*Turn in **Early Action/Early Decision Contract Form**. Due: **October 1<sup>st</sup>**. This will be handed out at a Senior Class Meeting. This must be completed by everyone—whether applying early or not.*

### **OTHER THINGS TO DO THIS MONTH**

- Continue to narrow down your college list.
- Continue to see college representatives.
- Continue editing application essays. Consult with your dean, Mr. Wilson or Mr. Bergquist. We will conduct a senior class assembly on essay writing.
- If you are applying for financial aid, attend Financial Aid Workshop in October. Date will be announced when it is confirmed.
- Start filling out application forms.
- Begin *Cal State* and *University of California* applications online when they become available.
- If you are applying for financial aid, more information follows on p. 21.

**FOR YOUR RECORDS**

**HARVARD-WESTLAKE SCHOOL  
EARLY ACTION/EARLY DECISION CONTRACT**

Student: \_\_\_\_\_ Dean: \_\_\_\_\_

**All seniors** must fill out this form. In order for your dean to complete your recommendation letter in a timely manner, please return this completed form to Mr. Wilson or Ms. da Santos by **October 1<sup>st</sup>**. If you do not plan to submit an early application, please check the appropriate box.

**EARLY ACTION (EA) / EARLY DECISION (ED) PROGRAM**

The EA program is non-binding and offered by only a small number of institutions. However, it is incumbent upon you to adhere to all guidelines outlined on an EA application. Although EA applications are non-binding, some may require that their application be your **only** Early application.

The ED program is a binding commitment to attend the college to which the ED application is sent. If you are admitted to a college under the ED program, we understand that you will accept a place in the fall 2010 entering class at that college, and you will withdraw all other college applications at that time. We also understand that only **one** Early Decision application can be submitted. Your signature (as well as those of your parents and dean) signifies that we all are in agreement with this practice (in accordance with the National Association for College Admission Counseling's principles of ethics and good practice). To do anything else would, in the words of one Dean of Admission, "dishonor [your]self and [your] high school."

**I plan to apply under**     **Early Action**     **Early Decision**    **to:**

Name of college \_\_\_\_\_

Application deadline \_\_\_\_\_

**I DO NOT PLAN TO APPLY TO COLLEGE UNDER ANY EARLY ADMISSION PROGRAM.**

We understand that it is the student's responsibility to inform his/her dean **in writing** of any changes.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean's Signature

\_\_\_\_\_  
Date

## ARE YOU APPLYING FOR FINANCIAL AID?

- Please read p. 35-38 of the *Handbook*.
- Register with [www.finaid.org](http://www.finaid.org), the most comprehensive site on financial aid and scholarships.

### QUICK REFERENCE CALENDAR

#### ASAP

Submit the *CSS Profile Registration Form* available in the Deans' Office and online at [www.collegeboard.com](http://www.collegeboard.com).

Research scholarship opportunities with [www.fastweb.com](http://www.fastweb.com), an on-line scholarship search engine.

Read the *Senior FYI* newsletter for scholarship opportunities.

#### OCTOBER

Submit the CSS Profile.

Attend first Financial Aid Workshop. Date: TBA

#### DECEMBER

Attend second Financial Aid Workshop. Date: TBA

#### JANUARY

Submit the *FAFSA*.

#### FEBRUARY

Complete the *GPA Verification Form* available in the Deans' Office.

## PROCEDURES FOR DIFFERENT KINDS OF APPLICATIONS

Each college or university and the Common Application have a Secondary School Report form (SSR) to be submitted by the high school, along with a letter of recommendation from the Dean and a transcript.

H-W uses our own form, so you **DO NOT NEED TO SUBMIT the SSR** to our office.

Instead, we will send you an e-mail asking you to list the colleges to which you are applying and to which you would like the H-W SSR, transcript and letter of recommendation sent. **Submitting this list electronically is all you need to do to generate an SSR for your colleges.** As you add schools to your list, you will need to update us by sending a new list electronically.

**DO NOT** submit SSRs with envelopes to our office.

**DO NOT** submit mid-year reports to our office.

Instead, simply respond in a timely fashion to the College Application E-mail with your list and deadlines and we will take care of the rest.

# THE UC APPLICATION

UC applications will be available online ([www.universityofcalifornia.edu/apply](http://www.universityofcalifornia.edu/apply)) in early October. You only need to fill out one application for the entire UC system. The following pages consist of information to help you complete the application.

## UC APPLICATION TIMETABLE

**Application Deadline Period: Nov. 1 - Nov. 30**

**Notification Period: March 1 - April 1**

**Accepted Candidate Reply Deadline: May 1**

## Filling Out the UC Application

The UC application can be complicated. It's like a tax form, **BUT** realize that everything you need to know, all the answers to your questions are provided on the UC website. Much of the application is self-explanatory; all the information is there if you just follow directions carefully. Please know that we *will* devote two entire Senior Assembly meetings to the UC application where you will be given step-by-step instructions on how to fill it out.

What we offer here are a few pointers that may not be obvious from the UC application website:

### 1. Personal Information-**Very Important**

- Be sure you put the same name here that you have put on the testing records and the H-W transcript.

### 2. Enrollment Information

- Check all campuses you want to apply to— approximately \$60 each
- Each campus requires a four-digit **Major Code**.
- Each campus uses different codes, even if it is the same major.
- **Undeclared** has its own four-digit code, too! And it too differs from campus to campus.
- You may list an alternate major for each campus, too. Some colleges recommend that you put an alternate major; others do not pay attention to alternate majors.
- For UCSD, you must rank order the six different colleges, based on your own interest and philosophy. Here is a thumbnail sketch:
  - **Eleanor Roosevelt College** is committed to a comprehensive general education which prepares students to succeed in the global and multicultural economy of the 21<sup>st</sup> century.
  - **Earl Warren College** emphasizes a close connection between undergraduate education and personal and career goals. Many Warren students take part in internships to gain experience and to evaluate career choices.
  - **Thurgood Marshall College** is centered around the belief that scholarship and social responsibility go hand-in-hand. Students are encouraged to participate in community and public-service programs.
  - **John Muir College** stresses the spirit of self-sufficiency and individual choice. Flexible general education requirements enable Muir students to take an active role in shaping their individual academic programs.
  - **Revelle College** emphasizes intellectual challenge and preparation for competition in a complex world. It features a well-rounded, structured, liberal arts curriculum with concentrations in the arts and humanities, sciences, and social sciences.
  - **Sixth College** emphasizes the important intercourse of technology and culture.

### 3. Family Information = OPTIONAL

- Fill in income information only if you are applying for financial aid.

### 4. Scholarships

- See the list of restricted scholarships. Read through them all. You never know what you will be eligible for. You have space on your application to include the codes for up to ten of these restricted scholarships.

- Campus based scholarships are also offered. Review those offered by each campus to which you are applying. Note the deadlines and the requirements for supplementary information. Here is where a teacher or a counselor recommendation may be appropriate.

#### 5. FRESHMAN SELF-REPORTED ACADEMIC RECORD (the self-reported transcript)

- An official transcript is not accepted by the UC system at the time of application—one will be required for verification if you enroll. You will be required to list all courses taken since 9<sup>th</sup> grade that are UC approved courses.
- The online website is what we would call “Harvard-Westlake Smart”. It knows of all the courses available here at school that are approved by the UC system. When filling in your courses, you will be able to select from a “pull-down” menu which contains all of the courses that were available to you.
- **For 7th & 8th grades**
  - Math: write in courses taken if they include *Algebra I*, *Geometry*, or *Algebra II* (No Pre-Algebra)
  - Foreign Language: write in course taken, usually first-year language.
- **For 9th grade**
  - List all courses taken in each area, except for science.
  - Your science course, *Biology* or *Biology with Biochemistry*, is entered under the row labeled **College Preparatory Electives**, not *Laboratory Science*.
- **For 10th & 11th grades**
  - Your science course now should be entered under the **Laboratory Science** heading and includes: Biology, Chemistry, Physics AND Geology or other lab sciences.
  - Enter grades for 10th and 11th.
    - *Full year courses*: Enter the grade you received at the end of the school year in both semester boxes, i.e., **enter your final grade twice**.
    - *Semester courses*: Enter final grade in one of the boxes. Put a slash through the other box.
- If you took college courses, enter in the following manner and **(C)** after the course title.
  - Summer school courses taken after 9<sup>th</sup> grade go under 10<sup>th</sup> grade.
  - Summer school courses taken after 10<sup>th</sup> grade go under 11<sup>th</sup> grade.
  - Summer school courses taken after 11<sup>th</sup> grade go under 11<sup>th</sup> grade, too.
- **12th Grade**
  - List all courses **in progress** and **planned** for next second semester.
  - If there are any changes in your senior year program, you must inform the UC campuses in writing or you **RISK TERMINATION**.
- **Test Scores**
  - SAT Reasoning Test must be from one sitting. Put scores you have thus far.
  - UC schools require the SAT Reasoning Test and two SAT Subject Tests from different subject areas or the ACT with Writing exam. The Math I Subject Test is not accepted by the University of California.
  - **You must have your scores sent directly to each UC campus you apply to from the Educational Testing Service or ACT . Order your tests to be sent from [www.collegeboard.org](http://www.collegeboard.org) or [www.act.org](http://www.act.org).**
  - The December test date is the last SAT/ACT that will be received in timely fashion by the UC system.

#### 6. Honors & Awards, Extracurricular Activities, Community Service, and Employment

- YOU CANNOT ATTACH EXTRA PAGES. Just make it work for you; you must fit everything into the space provided.

#### 7. PERSONAL STATEMENT

- See instructions online.
- There is a word limit that must be adhered to.
- The deans will offer workshops on writing the UC personal statement during a Senior Assembly. This will differ from the style of writing essays for private selective colleges.

## NOVEMBER CHECKLIST

### **MAJOR DEADLINES**

*Early Decision/Action applications due (usually November 1<sup>st</sup> or 15<sup>th</sup>).*

*If necessary, register for December 5<sup>th</sup> SAT Reasoning/Subject Tests. Deadline: October 30<sup>th</sup>.*

*If you are only applying regular decision, you must ask your teachers about letters of recommendation by November 5<sup>th</sup>.*

*UC application deadline: November 30<sup>th</sup>.*

### **OTHER THINGS TO DO THIS MONTH**

- Continue narrowing your college list in consultation with dean.
- Submit rolling applications.
- Continue consulting with your dean on essays and applications.
- If you are applying for Financial Aid, attend second Financial Aid Workshop. Date TBA.

## DECEMBER CHECKLIST

### **MAJOR DEADLINES**

*Final College Application Plans due by December 3<sup>rd</sup>.*

*Final E-mail list of colleges due by December 3<sup>rd</sup>.*

*If necessary, register for January SAT Reasoning/Subject Test. Deadline: December 15<sup>th</sup>.*

### **OTHER THINGS TO DO THIS MONTH**

- Reception with recent alumni, sponsored by Alumni Relations.
- Upcoming deadlines for applications: January 1, 15, and February 1.

### **WHAT NEXT?**

- WAIT.
- Enjoy the rest of senior year.
- Generally, selective colleges will respond beginning mid-March through the first week of April. UC campuses will respond throughout the month of March. Rolling decisions may respond within four to six weeks of the submission of the application; however it will likely be longer.
- KEEP UP GRADES. Selective colleges will pay close attention to first semester grades.
- Colleges will not hesitate to suspend or rescind offers of acceptance if grades are not kept up to the level at the time of acceptance. Your dean has plenty of samples of real letters Harvard-Westlake students have received in the past and will share them with you in the spring. If you are curious, you are welcome to view them anytime.

## APRIL

- MANY DECISIONS WILL ARRIVE DURING SPRING BREAK.
- School will be closed during spring break. The deans will not be available. You are on your own during that time period.
- As soon as school resumes, come see your dean and share your news. We are anxious to hear the results and help you in your final decision-making.
- You have until May 1<sup>st</sup> to make your final decision.
- Financial aid packages: it is important to contact financial aid offices immediately if there are problems or packages that seem inappropriate.
- If at all possible, plan to visit campuses before your final decision, even if you have seen it before. Most colleges have open houses. Once you have an offer of admission in hand, you will look at the campus in very different ways.
- Be supportive of each other. This can be a very emotional time.
- Don't forget to inform and thank the teachers who wrote your recommendations.

## WHAT IF I AM WAIT-LISTED?

- **Don't panic.**
- The wait-list is the college's enrollment cushion or safety net.
- Whether a college will go to its wait-list is very unpredictable from year to year. Some colleges go to the wait-list every year. Other colleges rarely go to their wait-list.
- *Most* wait-lists are not ranked.
- Send the response card *immediately* indicating you want to remain on the wait-list. Postmarks may be noted—don't delay.
- Remain on the wait-list only if you are extremely interested in attending that college.
- If you are wait-listed by more than one college, it is best to remain active on only one. Consult your dean. Each student's circumstances are different.

## ***THE ETIQUETTE OF ACCEPTING AN OFFER OF ADMISSION***

You have applied to and probably been accepted to more than one college or university. All colleges must inform candidates by mid-April of their decision. If by then you have not yet heard from one of your colleges, please see your dean immediately. After you have received all the information about college acceptances and their financial aid offers, you are ready to make your decision. Think carefully, consider your priorities, weigh your options, and DECIDE. Then go through the appropriate steps (outlined below) for informing all colleges of your decision:

1. After you have made the decision, you need to inform the lucky institution in writing that you accept its offer. **THIS RESPONSE NEEDS TO BE MAILED, BY WITH A CERTIFICATE OF MAILING, BY MAY 1, the official, universal candidate reply deadline.** Usually there is also a required deposit that will hold your place and demonstrate your commitment. The only exception to the May 1 candidate's reply deadline concerns financial aid candidates whose financial aid information is unavoidably detained. In these cases, you **MUST** request an extension from the admissions office.
2. **IT IS HIGHLY UNETHICAL FOR ANY STUDENT TO ACCEPT ADMISSION TO MORE THAN ONE INSTITUTION.** This is called "double depositing." In this computer age "double deposits" are easily discovered. Candidates who make commitments to and who hold confirmed places at more than one institution concurrently compromise their own integrity and risk being denied admission to both institutions.
3. Next you need to inform all the other colleges to which you have applied and to which you have been accepted that you have decided to go elsewhere. Once again, **THESE RESPONSES NEED TO BE MAILED BY MAY 1.**
4. **IT IS VERY IMPORTANT THAT YOU INFORM THE OTHER COLLEGES** so that they can offer the place they were holding for you to a student on their wait list. If you do not inform them of your intention, it precludes them from accepting someone who really wants to attend that institution.
5. **IT IS UNFAIR FOR A STUDENT TO REMAIN ON A WAIT LIST UNLESS THE STUDENT IS SERIOUS ABOUT THE COLLEGE.** It is unethical to stay on a wait list just to see if you will be admitted.

## DEALING WITH FINANCIAL AID

### CAL GRANTS

- The California Student Aid Commission will notify you this month about your eligibility for Cal Grants A, B, and C.
- They will communicate with you and send the information to the colleges to which you have indicated you are applying.
- If you have applied for both Grants A and B and are granted both, you must decide which one you want to accept.
- The deadlines for notifying the Student Aid Commission about acceptance or rejection of grant offers are very important and must be observed.
- Read any letters you get from the commission very carefully.

### FINANCIAL AID PACKAGES

- You should receive offers of financial aid with your acceptance letter. *Read them very carefully; ask questions if you don't understand the letters.*
- *Call the campus financial aid office if you don't understand what they have said.* Financial aid packages can be recalculated if new information is made available to the financial aid office.
- Feel free to bring your various offers of financial aid to your dean for advice.

### THE STUDENT AID REPORT (SAR)

- If you receive a Student Aid Report (SAR) which indicates that you are eligible for financial aid from the federal government, hang on to it!
- When you have decided where you are going and after you have made a commitment to that school, **THEN AND ONLY THEN DO YOU RELEASE THE SAR TO YOUR COLLEGE.** It is like a check to the institution.

## ***THANK YOU'S***

Have you remembered to thank the teachers who took time from their busy schedules to write letters of recommendation for you? If you haven't done so, it's not too late. Each letter of recommendation takes at least a couple of hours to write. Whether you were accepted or not, each teacher made an effort to assist you and they deserve your expression of appreciation. A simple "thank you" and an update on your college plans would be well-received.

## **MAY**

- The College Summary Sheet is due Monday, May 3<sup>rd</sup>, 2010.

## **JUNE**

- Graduation!



***CONGRATULATIONS!!***

**TEAR-OUT FORMS**

**TO TURN IN**

## SENIOR QUESTIONNAIRE UPDATE

Name \_\_\_\_\_ Dean \_\_\_\_\_

We assume that you have returned from a relaxing, as well as productive summer. This form will give you the opportunity to relate to us some of your most recent experiences and/or thoughts. Please take a moment to update your file with us so that we can give the most complete description of you to the colleges. Include, for example, things you forgot to write originally in your End-of-junior-year Questionnaire, summer activities, new projects during the senior year, or simply personal revelations.

Feel free to attach additional pages if necessary. Please return to the Deans' Office by Friday, September 18<sup>th</sup>, 2009.

1. THOUGHTS ABOUT ACADEMIC INTERESTS/DIRECTION:

2. THOUGHTS ABOUT EXTRACURRICULAR/ATHLETIC INTERESTS:

3. CHANGES IN YOUR ATTITUDE OR FOCUS, PERSONALLY:

4. DID YOU VISIT ANY COLLEGE CAMPUSES OVER THE SUMMER? IF SO, WHICH ONES?  
IMPRESSIONS?

5. STATE ANY PRESSING QUESTIONS OR CONCERNS YOU OR YOUR PARENTS HAVE ABOUT  
THE PROCESS:

**PRELIMINARY COLLEGE PLANS**

NAME \_\_\_\_\_ DATE \_\_\_\_\_

1. List in order of preference the colleges to which you are most interested in applying?

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

2. List the colleges according to the following categories (you need not use all the categories, but you should list all the colleges from above):

A. Realistic Challenge:

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

C. Likely:

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

B. 50-50 Chance:

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

D. Most Likely

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

3. If you are applying to the UC system, list your campus preferences:

- |          |          |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

4. Are you planning to apply early action or early decision?  
If so, where?

\_\_\_\_\_

5. Will you be applying for financial assistance?

\_\_\_\_\_

HARVARD-WESTLAKE SCHOOL  
EARLY ACTION/EARLY DECISION CONTRACT

Student: \_\_\_\_\_ Dean: \_\_\_\_\_

**All seniors** must fill out this form. In order for your dean to complete your recommendation letter in a timely manner, please return this completed form to Mr. Wilson or Ms. da Santos by **October 1<sup>st</sup>**. If you do not plan to submit an early application, please check the appropriate box.

**EARLY ACTION (EA) / EARLY DECISION (ED) PROGRAM**

The EA program is non-binding and offered by only a small number of institutions. However, it is incumbent upon you to adhere to all guidelines outlined on an EA application. Although EA applications are non-binding, some may require that their application be your **only** Early application.

The ED program is a binding commitment to attend the college to which the ED application is sent. If you are admitted to a college under the ED program, we understand that you will accept a place in the fall 2010 entering class at that college, and you will withdraw all other college applications at that time. We also understand that only **one** Early Decision application can be submitted. Your signature (as well as those of your parents and dean) signifies that we all are in agreement with this practice (in accordance with the National Association for College Admission Counseling's principles of ethics and good practice). To do anything else would, in the words of one Dean of Admission, "dishonor [your] self and [your] high school."

I plan to apply under  Early Action  Early Decision to:

Name of college \_\_\_\_\_

Application deadline \_\_\_\_\_

**I DO NOT PLAN TO APPLY TO COLLEGE UNDER ANY EARLY ADMISSION PROGRAM.**

We understand that it is the student's responsibility to inform his/her dean **in writing** of any changes.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean's Signature

\_\_\_\_\_  
Date

## FINAL COLLEGE APPLICATIONS PLANS

Name \_\_\_\_\_ Dean \_\_\_\_\_

Due in the Deans' Office by **Thursday, December 3<sup>rd</sup>, 2010.**

- I. We would like to review your final college application plans. Please list all the colleges (and any school or special program within those colleges) to which you have decided to apply. Continue on the back if necessary. Put an asterisk by your first choice school if you genuinely have one.

College (Special School or Program)	Already Applied (Date)	Application Deadline*
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

**NOTE: Only by responding to the Dean Coordinators' emails will a transcript, recommendation and school report be sent to each college. This list does not initiate any contact between Harvard-Westlake and your colleges.**

**\* Most colleges will have a standard application deadline. Some may have a special deadline for scholarship consideration or early evaluation. Please indicate the deadline that is appropriate for your situation.**

- II. Are you applying Early Action/Early Decision? \_\_\_\_\_ Where? \_\_\_\_\_

- III. Which of these colleges do you consider your "most likely(ies)"?

\_\_\_\_\_

Are you comfortable with your "most likely(ies)"? \_\_\_\_\_  
(If your answer is "NO," see us immediately to revise your list.)

- IV. Have you discussed your college application choices fully with your parents, and are they comfortable with them?

\_\_\_\_\_

- V. Have you sent SAT or ACT scores to the colleges above?: \_\_\_\_\_

**IMPORTANT TURN OVER      IMPORTANT TURN OVER      IMPORTANT TURN OVER**

**Unless you notify the Deans' Office in writing, we will assume that these are your final choices.**

I understand that this list of schools is appropriate only if my academic performance in the senior year continues to be consistent with my previous work.

I hereby give Harvard-Westlake permission to release my official transcript of grades and courses to the colleges and universities listed above.

Student's Signature \_\_\_\_\_ Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_