



Andrews Osborne  
ACADEMY

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**COLLEGE APPLICATION  
HANDBOOK  
CLASS OF 2010**

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## **A SPECIAL MESSAGE FOR THE CLASS OF 2010 & THEIR FAMILIES**

Welcome to the College Search process! During the next several months, you will research, apply to, and ultimately decide which school is the next stop on your educational path. As you embark on this process, it is important to realize that you have choices. When it comes to selecting a college, many students and families tend to think of it as a contest or a battle of them vs. the colleges—if they are accepted to a certain university, they “win.” And if not, they “lose.” **This is not true!**

The most important thing to remember throughout the college search and application process is that **you have choices**, and you, as the student or parent, are a consumer. Just as you would shop carefully for a car or a house, so must you shop carefully for a college. Throughout these next few months, students will ask themselves questions about the type of college they would like to attend – Large university or small liberal arts school? Close to home or far away? In the city or the country? The answers to these questions will help to shape the list of schools that students ultimately apply to.

It is important to remember that just as the colleges are evaluating students, so must students evaluate the schools! The ideal college placement is one in which the student and college have chosen one another, finding what is known as a “**good fit.**” Finding this good match requires research, energy, and possibly some travel. It will at times be stressful, especially as deadlines loom, but the process is also intended to be fun and exciting.

Throughout this process, students will experience rejection – perhaps for the first time. It is so important to remember that when colleges evaluate students for admission, they are not making judgments as to whether or not they “like” a student. Rather, the question college admissions officers ask themselves when reading an application is, “will this student be successful at this institution?” Being denied admission is usually in the student’s best interest, although knowing that does not necessarily make the rejection easier to take.

My role as the college counselor is to support and educate students and their families as they participate in the college search and application process. I have a responsibility to ensure that each student completes this process successfully, and students have a responsibility to do the work! Fall semester of senior year is a time when students’ abilities to manage their time will be put to the test. In addition to their usual coursework and extracurricular activities, students are expected to complete all of their college applications (many of which may require significant writing). On the following page I will detail our responsibilities related to this process:

My role as college counselor is to do the following:

- Educate students and their families about the college search and application process
- Serve as a liaison with college admissions offices and coordinate visits of college representatives to campus.
- Assist students in compiling a list of colleges to apply to and in helping them to understand the likelihood of being admitted at each institution.
- Aiding students in the application process by helping them to understand applications, proofreading essays, and sending school documents (transcripts, letters of recommendation) to each college. Students, notice that this says “aid,” not “do”! I am not in the business of completing your applications for you.
- Keep students mindful of upcoming deadlines.
- Keep accurate records of when student application materials are sent.

All students are asked to:

- Participate in mandatory college counseling meetings, scheduled every other week through spring semester of junior year and fall semester of senior year.
- Meet all AOA and college/university deadlines.
- Compile a list of schools to apply to, understanding which of these schools are “reach” schools, which are a likely match, and which are “safety” schools.
- Be prepared to meet the cost of application and testing fees.
- Take appropriate standardized tests, such as SAT, SAT II, ACT, and TOEFL and make arrangements to have these testing results sent to the schools they are applying to.
- Notify me of admissions decisions as they are received. This information will be kept confidential but is important to keep record of.
- Be accepted at a US 4-year college or university.

If at any time during this process, parents or students have questions, concerns, or are just feeling overwhelmed, I encourage you to contact me. Outside of my office I always keep a sign-up sheet for students to schedule time with me, and parents can contact me at any time. My email address is [jhrovat@andrewsosborne.org](mailto:jhrovat@andrewsosborne.org) and my phone is (440) 942-3600 ext. 234.

## COLLEGE COUNSELING TIMELINE – JUNIOR YEAR

**SPRING SEMESTER OF  
JUNIOR YEAR**

Begin bi-weekly group college counseling meetings with Ms Hrovat. Meetings will be during the 2<sup>nd</sup> half of lunch (12:35-1:00) every other Thursday in the auditorium. Dates are as follows:

January 15	April 2
January 29	April 16
February 12	April 30
February 26	May 14
March 5	May 28

Register to take SAT, ACT and TOEFL exams (if applicable). All students should take these exams in their junior year!

Remember that your junior year grades are the most important part of your college application! Continue to work hard and do well in your classes.

**FEBRUARY & MARCH**

Individual meetings with Ms. Hrovat. Each junior will sign up to meet with Ms. Hrovat individually to discuss their interests and plans

**MARCH 14**

SAT Testing date

**APRIL 4**

ACT Testing date

**APRIL & MAY**

Some college representatives may visit AOA. Many more visits will occur in the fall, but often colleges will come during the spring as well.

**APRIL 27**

All juniors will attend the CCIS College Fair at Hawken School. This will be an opportunity to collect information about various colleges, and talk with representatives from colleges.

**MAY**

All juniors will again meet individually with Ms. Hrovat to discuss research they have done on colleges

**MAY 2**

SAT Testing date

**MAY 30**

Graduation

**JUNE 6**

SAT Testing date (boarders, be aware that this is also the date that the dorms close)

**JUNE 13**

ACT Testing date

**SUMMER**

Continue to research colleges and visit as many as possible; start compiling a list of schools you would like to apply to.

# FACTORS FOR STUDENTS TO CONSIDER WHEN CHOOSING A COLLEGE:

## 1. LOCATION

- If you are an American student, how often would you like to be able to visit home? Just on holiday breaks, or for weekends too?
- If you are an international student, how will you travel home, and how often? Is the college near an airport? Do you have friends or family in the area?
- Do you prefer large cities, or would you feel overwhelmed?
- Do you prefer small towns, or would you feel isolated?
- What type of climate do you prefer? What types of climates have you lived in?

REMEMBER YOU ARE CHOOSING AN EDUCATIONAL INSTITUTION, NOT A VACATION DESTINATION! You'll be there for at least 4 years, which is very different than just visiting for a few days.



## 2. SIZE

- As a student at AOA, you have had the chance to experience what life at a smaller college will be like. Have you enjoyed small class sizes?
- Is it important for you to be able to interact with your teachers, and to have them know you as an individual?
- Do you like getting to know your classmates through class discussion?
- Would you like to live in a dorm where you could literally know everyone, and recognize most people as you walk across campus?
- Or, do you prefer always meeting new people and rarely seeing the same familiar faces?
- Do you prefer classes where you just listen and take notes (lecture) rather than actively participate in discussion?
- Would you rather be able to “fly under the radar” or be more anonymous to your teachers?

REMEMBER THAT EVEN THE SMALLEST COLLEGES ARE SIGNIFICANTLY LARGER THAN AOA! Colleges classified as “small” may have up to 2500 students.



### **3. ACADEMICS**

- Do you already know what you would like to major in, and what your future career goal is? Are you anxious to get started on that path without a great deal of exploration into other subjects?
- Are you interested in a major that will lead directly to a specific career (I.e., Engineering, Education, pre-med)
- Or, are you uncertain or having trouble deciding among a number of different subjects that interest you? Would you like to be able to try out a number of different subjects?
- Are you interested in going on to earn a professional degree by attending Medical, Dental, or Law School?
- Would you like to be able to work very closely with an academic advisor who helps you make course selections based on your likes and dislikes, or would you prefer to follow a sequence of courses that has already been established for you?
- Do your parents want you to major in a specific area? Do you agree with them?

REMEMBER THAT “UNDECIDED” IS THE MOST POPULAR MAJOR, and EVERY college offers it!



### **4. STUDENT LIFE**

- Are you interested in being involved in extracurricular activities in college?
- Is it important to you to have a wide variety of clubs and organizations from which to choose?
- Are you interested in a single-sex school? (all women or all men)
- Are you interested in a school with a particular religious affiliation?
- Would you be happy at a school where many students go home on the weekends?
- What about a school where everyone goes to parties on the weekends? Or, would you prefer a school with a strict no-alcohol policy?
- How comfortable are you with a very competitive academic environment? Do you thrive in a high-pressure environment, or do you prefer collaborating with others and being able to ask for help when needed?
- Are you interested in joining a fraternity or sorority in college? Or would you rather attend a school that does not have Greek life?



## 5. COST

When it comes to the cost of your education, you and your parents must discuss what they are able and willing to pay. Then you must consider the following:

- Are you seeking a school where you can earn a merit scholarship based on your secondary school record?
- Are you seeking a school with lower tuition for in-state residents?
- If you are an international student, you may find very few schools that offer scholarships. Are you seeking a merit scholarship? Realize that this may significantly limit your options.

REMEMBER: you have no idea what a college will actually cost until you apply and get information from the college on what type of financial aid and scholarship they are able to offer you. Some colleges will estimate this for families before the student applies, but often you don't know what the cost will be until you have been accepted.



## 6. SELECTIVITY

- All colleges make available their admissions statistics. A college's "acceptance rate" gives a great clue as to how difficult it will be to get admitted. Likewise, a college's average SAT and ACT scores can give students similar clues.
- Be realistic about your high school grades. Have you, on average, been an A student? A C student? Have you taken Honors and AP classes? Did you find the college preparatory curriculum at AOA to be challenging? How did you respond to that challenge? Does hard work make you work harder, or do you tend to "shut off" when things get too difficult for you?
- Remember that when colleges evaluate your transcript, the question they think of is "will this student be successful at this university?" Ask yourself the same question. If you apply and do get accepted to one of your reach schools, do you think you would succeed there?
- Consider how likely it is that you will be admitted. If you have a B- average, spending time on an application to a school that admits only 15% of its applicants may not be the best thing for you.



## **REMEMBER:**

- Everyone has their own reason for choosing the college that they do. Your priorities when it comes to your college choices may be vastly different from your best friend's or your roommate's.
- There are two parties involved in your college planning: you, the person who will be living it, and your parents, who will be paying for it. Be sure to talk to them about what their expectations are, and let them know what your preferences are. Be prepared that you may not see eye-to-eye, but ultimately you will need to come to an agreement.
- Choosing a college is probably one of the first (but not the last!) major decision that you will make in your life - don't take it lightly... but also remember to enjoy it! There are so many interesting colleges to learn about and the process can be fun.
- There is truly a college out there for everyone. It just takes a bit of work for you to find it!
- Throughout the college admission process, you need to

**DREAM RATIONALLY**



**REACH REASONABLY**



**THINK REALISTICALLY &**



**BE RESPONSIBLE**

# ONLINE RESOURCES FOR THE COLLEGE SEARCH

[aoacollegecounseling.blogspot.com](http://aoacollegecounseling.blogspot.com)

A blog that Ms Hrovat created, this site includes important announcements and also links to all of the websites listed below – if you can only remember one site, make it this one!

## ™WEBSITES RELATED TO STANDARDIZED TESTS:

[www.act.org](http://www.act.org) - register here for the ACT exam

[www.collegeboard.com](http://www.collegeboard.com) - register here for SAT exam

[www.ets.org/toefl](http://www.ets.org/toefl) - register here for the TOEFL exam

All of the above websites have practice questions and general information about the tests. I recommend that every student review practice questions regularly to prepare for these exams! Two other good websites for test preparation are:

[www.number2.com](http://www.number2.com) - free ACT and SAT prep materials

[www.freerice.org](http://www.freerice.org) - improve your vocabulary while aiding in the fight against world hunger!

Vocabulary is a hugely important part of doing well on the SAT, ACT and TOEFL and this is a fun way to practice

## ™WEBSITES WITH INFORMATION ABOUT COLLEGES:

[www.fairtest.org/university/optional](http://www.fairtest.org/university/optional) - this website lists schools that are “test optional” and do not require the ACT and/or SAT from all applicants. The list is always growing!

[www.ctcl.org](http://www.ctcl.org) - “Colleges That Change Lives” – a consortium of exceptional liberal arts schools that are worth looking into

[www.womenscolleges.org](http://www.womenscolleges.org) - exactly what it sounds like, a site with information about women’s colleges

[www.petersons.com](http://www.petersons.com) - a site with information about schools and also a search engine to find schools that match your interests

[nces.ed.gov/collegenavigator](http://nces.ed.gov/collegenavigator) - my personal favorite college search website. You can enter any college’s name and look at basic info, or you can search based on your interests. This site does not have any advertising and is run by the government, so the information presented is fair and equal for all colleges

# HOW COLLEGES AND UNIVERSITIES EVALUATE YOU

There are many factors that are considered in making up the new freshman class. Much deliberation centers upon your academic history and possible contribution to campus life.

## 1. YOUR ACADEMIC RECORD

- What you have actually accomplished as a student at AOA is of **primary importance**. Grade point average, level of course work (e.g. regular, honors, AP), academic motivation, strength of your secondary school, your teachers and college counselor recommendations will all contribute to the admission decision.

(Note: AOA does not rank its students. This will not affect your chances of admission or scholarship awards. All colleges are very familiar with non-ranking high schools.)

## 2. STANDARDIZED TEST SCORES (SAT, SAT II, ACT)

- There is no single magic number which will guarantee admission. Each college uses a range of scores that it finds acceptable in conjunction with your secondary school record.
- Any US college will accept SAT **or** ACT results. A small number of schools do require SAT II subject tests, so be sure to check!
- Increasingly, some colleges and universities are making these tests optional. For the most current list of test-optional schools, visit [www.fairtest.org](http://www.fairtest.org).

## 3. EXTRACURRICULAR ACTIVITIES

- Colleges want to know what you do when you are not in class. Are you involved in sports or clubs at school? Do you take music lessons or participate in a community orchestra? Are you involved in church or community related service (i.e. soup kitchen, walkathon)? Are you a leader? Are you a great friend? Remember that you will be living in a community and admission officers want to know if you will be a positive member of the group. It is important for them to know how you spend your time outside of class.

## 4. WORK EXPERIENCE

- Do not underestimate the importance of work and/or internship experience. These count as extra-curricular activities! Admissions counselors understand your need to earn extra money, save for college, and/or contribute to the financial support of your family. Employment shows responsibility.

## 5. PERSONAL QUALITIES

- A personal essay is required as part of most applications. It is meant as a way of communicating more directly with the human being at the other end of the process. It is also the college's way of measuring how well you write. Write about something that matters to you. An essay will be effective if it is on a topic that you believe in. Write carefully and check for grammatical and spelling errors.
- Similarly, many colleges offer personal interviews for students and these are always recommended if made available to you. This is a way for the admissions officer to see

the real person behind the application, and gives them a sense of your personality. This can be a very important addition to your application.

## WHAT'S THE DIFFERENCE BETWEEN SAT AND ACT?

See the chart below. It is recommended that students take both – although the subject matter is similar, the tests are pretty different and you may score better on one than the other.

	ACT	SAT
Test Structure	<p>4 sections with optional writing section.</p> <ul style="list-style-type: none"> <li>- English (45 min, 75 questions)</li> <li>- Math (60 min, 60 questions)</li> <li>- Reading (35 min, 40 questions)</li> <li>- Science (35 min, 40 questions)</li> </ul>	<p>10 sections (includes writing)</p> <ul style="list-style-type: none"> <li>- 25 min Writing (essay)</li> <li>- 25 min Math (2)</li> <li>- 25 min Critical Reading (2)</li> <li>- 25 min multiple choice Writing</li> <li>- 20 min Math</li> <li>- 20 min Critical Reading</li> <li>- 10 min multiple choice Writing</li> <li>- one additional “experimental” section that does not count towards your score</li> </ul>
Scoring	<p>Scored on a scale from 1-36. You receive a score for each section and also your composite score, which is an average of your 4 sub-scores.</p> <p>Optional essay section is a separate score and does not count towards composite.</p>	<p>Scored on a scale from 200-800. You receive 2 scores: Math, Critical Reading, and Writing. The 3 scores are added together to make your cumulative score.</p>
Timing	<p>Sections are longer; you may feel more tired and it may be harder to stay focused</p>	<p>Sections are shorter; you may feel rushed or run out of time.</p>
Verbal	<p>More emphasis on grammar</p>	<p>More emphasis on vocabulary</p>
Math	<p>Includes trigonometry</p>	<p>Does not include trigonometry; more word problems than the ACT</p>
Writing	<p>Optional; it costs \$14 extra.</p>	<p>Included as part of SAT. Essay is always the first section.</p>
Guessing	<p>No penalty for guessing; this means <b>don't leave any blank!</b> At the end of each section, leave 1-2</p>	<p>Only make “educated guesses” –if you can confidently narrow it down to 2 answer choices. Otherwise,</p>

	minutes to fill in any that you did not get to.	leave it blank.
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# COLLEGE ESSAY TIPS

## 1. TELL THEM SOMETHING NEW

Write about something that the admissions office has not already read by the time they get to your essay (i.e., something elsewhere in your application). You can use your essay to *elaborate* on something already mentioned in your application, but this should be more than just a summary of what you have already provided.

## 2. WRITE SOMETHING THAT ONLY YOU COULD WRITE

In other words, make it personal. Don't just describe the details of your first day in America; describe **how you felt** on your first day in America. Likewise, don't just tell about what happened at that horse show last year, but instead write about your reactions to it and what it was like for YOU.

## 3. SHOW, DON'T TELL

Don't write essays without examples! Don't spend 500 words talking about what a caring person you are. Instead, provide a personal essay that demonstrates the way in which you care for others. Likewise, don't write about how curious you are. Your one page will be put to better use if you write in detail about researching a particular subject, or participating in an enriching summer program.

## 4. KEEP IT SMALL

This is not referring to the length of your essay but rather the TOPIC of your essay. Keep your focus narrow and you will be able to provide more details. Instead of describing your overall experience of last spring's trip to Europe, write about the one day that you got lost in the Underground, or the interesting German students you encountered in the Louvre. It is easier to make "smaller" stories interesting and personal, and that's what the essay is all about.

## 5. THINK OF YOURSELF

Don't ask, "what does the admissions office want to read?" but instead ask yourself, "what is it about me that I want to be sure colleges know?"

## 6. BE YOURSELF!

As a former admission counselor, I can tell you that it is much more interesting to read a first-person, detail-filled personal essay about how a student brushes her teeth every morning than it is to read a distant, third-person account of the importance of donating money to charity. That is an extreme example, but hopefully you get the point – this essay should be **about you**, written **by you**, and designed to help the admissions committee **know you** better. Anything else will seem fake. Fake is not good.

## 7. PROOFREAD. HAVE SOMEONE ELSE PROOFREAD. PROOFREAD AGAIN.

Students always underestimate how important this is. You do not want your chances of admission to be jeopardized by bad grammar or misspellings.

## CAMPUS VISITS & INTERVIEWS

At the beginning of this booklet, choosing a college was compared to shopping for a car. Can you imagine buying a car without ever taking it for a test drive? The same is true for a college – a campus visit is much like a test drive in which you experience life at that school.

Although the ideal time to visit a college is when classes are in session – that way you can interact with students and possibly even sit in on a class or two—the most important thing is just to visit. **Always try to schedule your visit with the Admissions Office.** It is important that they know you are interested and have taken the time to visit campus. Most offer visits year-round on weekdays and on some weekends and holidays. They will usually offer a campus tour and an information session with an admission counselor. Schedule these but also be sure to allow yourself enough time to check out the area surrounding campus.

On the campus tour, take advantage of your tour guide's knowledge! Usually tour guides are current students, so take this opportunity to ask questions like, “what do students do on the weekends?” or “how much time do you spend on homework each night?” Remember that these students probably give tours every week, or even every day – there is no question too big or small.

If you are visiting a college during the summer before senior year, or during your senior year, you may be offered the opportunity for a personal interview. If it is a school that you are seriously interested in, do this! It's the best way for the college to get to know you and to add another dimension to your application. Here are some tips for interviews:

- Be prompt, pleasant, and neatly dressed. First impressions are important! While you do not need to wear a suit to the interview, don't wear shorts and flip-flops either. Admissions offices usually understand that you will dress somewhat comfortably since you're likely taking a tour as well, but don't be too casual. The impression you make should be the one you want to leave.
- Be prepared to talk about yourself, your interests, hobbies, school, music, everything and anything!
- If you want to explain anything about your record, specific classes or program, this is a good opportunity as long as it is appropriate.
- Have questions prepared! Inevitably, the interviewer will conclude with, “do you have any questions for me?” Have at least 2-3 things that you would like to ask about, whether about internship opportunities, club sports, or the amount of study abroad programs. Although the primary purpose of this interview is for the college to learn about you, it is equally important for you to show interest in the school.
- Write a thank you note. Most students do not do this and you can make a very positive impression by remembering to do so. You want to be remembered. The person who interviews you may be the first person to read your complete file.
- Record your impressions and the name of your interviewer.

## INTRODUCTORY VOCABULARY FOR THE COLLEGE SEARCH

April 1	This is the universal deadline by which all colleges must notify applicants whether they have been accepted, denied, or placed on a Wait List.
Defer	When a student applies EA, ED, or Priority at a college, they will receive one of three responses: Admit, Deny, or Defer. "Defer" means that the college is holding that student's application to re-evaluate with the rest of the Regular Decision applications. Often the schools are waiting for 1st semester senior grades, or are want to see how the applicant will compare to the rest of the applicants that year.
Early action	This is a non-binding plan that requires a student to submit their application in the fall. Colleges will usually send decisions to EA applications in January. Students applying EA are not committed to attend if accepted. This is a good option for students who would like the peace of mind of an early notification.
Early decision	By applying under an ED plan, you make a commitment to attend the college if accepted. This is a legally binding agreement. You may only apply ED to one school, but can submit regular or Early Action applications to other schools. However, you agree that if accepted to your ED choice, you will withdraw applications from other schools. This option is only recommended for students who have a very clear first-choice school. Contrary to popular myth, it is <b>not</b> "easier to get in" if you apply ED.
Major	A student's academic field of specialization. In general, most students have to officially declare their major by the end of their sophomore year. Students will indicate their intended major on their college application, but the most popular major in the United States is "undecided," and it is okay to change your mind. Many students will have a second major, or a minor field of concentration.
May 1	This is the universal deadline by which students must notify colleges of their intent to enroll. Colleges will require a deposit from students to have a place in next year's freshman class, and May 1 is the deadline for this at all colleges. Students may send their deposits earlier. Students should only deposit at ONE school.
Priority application	This is basically the same as Early Action - you apply early and get an answer early. Non-binding.
Private university	Private colleges are privately funded and usually have higher costs of attendance (tuition plus room/board) than public universities. However, they may have more money designated for scholarships than public universities.
Public university	Institutions that are supported by taxes and other public revenue and governed by a county, state, or federal government agency. These schools usually have lower costs of attendance but may not offer the amount of scholarships that private colleges do.
Regular decision	Applying at the regular application deadline, as opposed to ED, EA or Priority. Students who apply Regular Decision can expect to get their admission decision by April 1. Sometimes decisions will be released earlier, but April 1 is the absolute deadline for all schools to notify applicants of their decision.
Rolling Admission	An admissions procedure by which the college considers each application as soon as all of the required credentials are received. The college usually notifies an applicant of its decision within 2-6 weeks. Students interested in schools with Rolling Admissions are advised to submit their applications as soon as possible.
Wait List	When students apply Regular Decision, or have been deferred to Regular Decision, they will receive 1 of 3 responses: Accept, Deny, or Wait List. Students are asked whether they would like to remain on the Wait List. Students on the wait list will only receive an offer of admission if space becomes available in the freshman class. If you are wait-listed, there is no guarantee that you will be admitted, and should plan to attend another school to which you have been accepted.

## AOA POLICIES AND PROCEDURES FOR COLLEGE APPLICATIONS

**All students are expected to abide by college and university requirements and deadlines. However, students are also required to follow AOA application requirements and deadlines, which are established to allow adequate time for application processing.**

These are as follows:

1. Students are encouraged to submit their applications online whenever possible. This is the most expedient way to submit an application and prevents you from having to hand-write anything! When you submit an application online, you are encouraged to print out a copy for your records. If students are submitting paper applications, they need to give these to the College Counselor when they are finished so they can be mailed with other materials. The school will mail, on the student's behalf, all recommendation letters and AOA transcripts. If you attended another high school prior to AOA, we will request a copy of that transcript and mail it with your other materials. Because of the huge volume of mail that colleges receive, it is best for us to submit your materials in one neat package—thus decreasing the chance of anything getting lost.

\*\*Please note that students are responsible for having test scores for the SAT, ACT and TOEFL sent directly to the colleges that they are applying to. You can arrange for these to be sent when you register for the test or you can request reports to be sent at a later date at the testing website – [www.collegeboard.com](http://www.collegeboard.com) for SAT, [www.act.org](http://www.act.org) for ACT, and [www.ets.org](http://www.ets.org) for TOEFL.

2. All students must submit to the College Counselor a written (or typed) list of the schools that they plan to apply to, the address to which application materials should be mailed, and the application deadline dates. You may modify this list at any time, but a copy must be kept in your file to make sure that materials are sent accordingly.

3. Students should submit their college list, as well as any accompanying materials that need to be mailed, **at least one week in advance** of the application postmark deadline.

4. Students are expected to request recommendation letters from teachers **at least** 3-4 weeks before the application deadline. Teachers will give these letters directly to the college counselor. Because teachers will be asked to write multiple letters of recommendation, students are advised to give teachers as much notice as possible. The end of junior year is not too early to ask for a letter, particularly if you are currently in class with the teacher you are asking.

5. **All AOA students are required to have their college applications completed and the required materials handed in to the College Counselor by December 1.** This will ensure two things: 1) That all students have their applications finished prior to finals, and 2) That the office has enough time to mail materials out before break.

Please keep in mind the following guidelines for schools with earlier application deadlines:

<u>DEADLINE</u>	<u>MATERIALS/LIST DUE NO LATER THAN</u>
November 1	October 23
November 15	November 6
December 1	Nov. 20 (before Thanksgiving!)