

SENIOR PROCEDURE & INFORMATION

1. Students may make an appointment to see Mr. Borsch, Ms. Drennan or Ms. Docherty at any time during the day by signing up on their office door. Those students who do not request appointments will be interviewed when time permits.
2. Students are urged to pick up all financial aid applications as soon as they are available. You will also note that most schools require either the PROFILE form or a Free Application for Federal Student Aid (FAFSA) before they will grant financial assistance. These forms will be available in the Student Services Office. The Illinois State Monetary application is included on one of the National forms, PROFILE or FAFSA. Also check the scholarship file in Student Services for local or school specific scholarship forms.
3. Students wishing to take (or retake) the SAT I, ACT, or SAT II Subject Test Examinations (which may be required by the school you are planning to attend) may pick up application forms in the Student Services Office. During the second semester many students might be interested in participating in the Advanced Placement (AP) Testing Program. Information for applying for the AP Examinations will be available later in the school year.
4. Transcripts are available in the Student Services Office. There is no charge for the initial or final transcript. We also do not charge for scholarship transcripts. A fee of **\$4.00** is charged for each additional school to which a transcript is sent. Attach this **fee**, the **college reply card** and the **transcript request form** to your applications. **Transcript requests are due at least 10 working days prior to any deadline. (Remember...we no longer send scores on your transcript).**
5. The Counseling staff realizes making a decision regarding college is often a difficult and confusing process for many students. For this reason we urge you to take full advantage of our services. In particular, we feel that you should attend the presentations made by our visiting college representatives. Last year almost 200 schools sent visitors to Fenwick. By being selective, a student can investigate a quite thorough cross-section of college types (small schools, state schools, private schools, private and non-denominational institutions) during the lunch room visits or, on occasion, in the Library.
6. **PrepHQ, a college search and tracking program, will be utilized this year. Once you have registered you will be able to enter data about your applications, check the status of your application in our office and more that you will learn about later.**
7. Seniors should check the PrepHQ website, the bulletin boards in Student Services for college visit information, scholarship and financial aid opportunities.
8. **ALL** paper college applications will be processed through the Fenwick Student Services Center. Before bringing in your application, make sure that all items requiring action on your part are completed (i.e. teacher's recommendations, short autobiographies, work records, school code numbers). Your application will not be processed unless it is complete; this includes the check or money order payable to the college admissions office, the college reply card, the transcript request form, and your transcript fee. Turn in application at least ten (10) working days before any deadlines.
9. **ELECTRONIC FILING...**We realize that an increasing number of students are filing their applications electronically. This can eliminate the opportunity to have counselors review your file and have teachers/counselors review your essays. We encourage you to have your counselor and/or teachers assist you with the final application by printing a copy of your essay prior to actually sending it and having a teacher/counselor review it. **Please bring in a downloaded copy of the secondary school recommendation form/transcript request form and teacher recommendation forms** so your application file will be complete. Applying via the web means that **YOU are responsible for notifying Student Services that you have, in fact, applied to a school. You need to complete your application by giving us any forms required by your college, and any forms required by Student Services. All requests and forms are due a minimum of 10 working days prior to any deadline.**
10. The Student Services Center would strongly suggest that you and your parents visit as many potential college choices as is possible, particularly prior to making your FINAL choice.

You will be facing an extremely important academic and social decision during this school year. Please do not hesitate to make use of the college library or to avail yourself of any materials and information in the College Resource Center. While **all** of the counselors hope to be of assistance in your college planning process, it will be more effective if you choose **one** of us to process your actual applications.

Richard A. Borsch
Principal

Nancy Drennan
Counselor, Class of 2011

Laura Docherty
College Counselor