



# **Admissions Navigator**

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## The Purpose

If you plan to attend college, facing the enormous process called “admissions” is inevitable. But applying and being accepted to a college doesn’t have to be such a painful event. Except for the Ivy’s and a handful of very selective schools, colleges today admit a much higher ratio of applicants. Even the most prestigious colleges are spending huge sums to market themselves to prospective students. Yes, the student can be very selective about the college they wish to attend. Use the following sections as a guide to the ultimate goal of being accepted to the college of your choice.

## What You Will Do In This Section

- Step 1.** Review the Top Ten Factors Considered in Admissions and your contractual obligations involved with each type of admissions plan.
- Step 2.** Use this section to keep track of your admission’s deadlines and review the strategies that can help improve your chance of acceptance.
- Step 3.** Use this checklist to make the admission’s application process work for your benefit.
- Step 4.** Showcase your abilities and talents by using this example to prepare your own personal Resume of Outstanding Achievement.
- Step 5.** Use this checklist as a guideline for writing a successful admissions essay.
- Step 6.** Use this checklist to ensure a successful admission’s interview.

## What You Can Expect To Accomplish

Successful completion of Section **1** through Section **6** you will allow you to:

- ◆ Accurately complete the admissions applications and meet the deadlines.
- ◆ Dramatically increase your chance of a successful admissions campaign.

# 1

## College Admissions 101

### Top Ten Factors Considered in Admissions

1. Academic Merit (grades)
2. Class Rank
3. ACT/SAT Prep Scores
4. Special Abilities (athletic, talent, etc.)
5. Essay
6. Interview
7. Extracurricular Activities
8. Recommendations (teachers, alumni, etc.)
9. State Resident
10. Diversification of Student (minority, alumni, geographic location, etc.)

### Admission Plans

**Early Entrance** - A student can be accepted, admitted and enrolled prior to high school graduation. Many colleges use this guarantee to attract better students.

**Early Decision** - A student can apply to a college by an early deadline to guarantee their admission, but is *obligated* to attend that college under a **binding contract**.

**Early Action** - A student can apply to a college by an early deadline to guarantee their admission, *without obligating* themselves to attend that college.

**Regular Admissions** - A student applies for admissions under normal deadlines.

**Rolling Admissions** - A student can apply for admissions at various times during the year and is under no deadlines.

**Deferred Admissions** - A student with financial, personal or work-related concerns can defer or postpone their enrollment for up to one year.

# 2 Admission Deadlines & Strategies

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List the Admissions deadlines of up to eight college choices.

College	Deadline
➤ 1. _____	/ /
➤ 2. _____	/ /
➤ 3. _____	/ /
➤ 4. _____	/ /
➤ 5. _____	/ /
➤ 6. _____	/ /
➤ 7. _____	/ /
➤ 8. _____	/ /

**\* Specific form requirements and deadlines can be found in each of the college's admissions applications, marketing brochures or by placing a phone call directly to the college. Popular guidebooks are often one to two years out of date.**

## Admissions

Be sure that each college the student applies to:

- Has a reputation for quality education.
- Fits the student's personality and needs.
- Is matched with a competitor college of equal quality.
- Will meet a high percentage of your financial NEED.
- Will meet your NEED with a high percentage of Gift-Aid.

# **3** Admissions Application Checklist

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Use the following checklist as a guideline to completing a successful admission's application and campaign.

- Write or phone directly to the college to request up-to-date applications.
- Start early - don't wait until the last minute.
- Get organized - use a separate file folder for each college application.
- Be sure to read the application thoroughly and answer each question, as asked.
- Type or print each application (preferably in black ink). No longhand.
- Proofread each application. Spelling and grammatical errors are unacceptable.
- Be sure to include **ONLY** those extracurricular activities that are impressive to the college. They should demonstrate qualities of leadership, duration and activities that reinforce your academic and career goals mentioned in your application.
- Make copies of each completed application.
- Request your teacher recommendations early (3 week preference).
- Choose teachers that best know you.
- Provide deadlines and proper forms, including a self-addressed stamped envelope.
- Send each teacher a thank-you note, and keep each informed of the results.
- Be sure to make arrangements with your guidance department to include your high school transcript and distribute the applications to the colleges.

# **4 Resume of Outstanding Achievement**

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## **I. What is a Resume of Outstanding Achievement?**

Each year thousands of students fill out admissions applications in an attempt to gain entrance into the college of their choice. Many attempt to enter prestigious colleges with the understanding that, even though their high school record is impeccable, there are thousands of other students as good, or better, competing for the same privilege. A Resume of Outstanding Achievement highlights the student's background and abilities?

## **II. Why should I do a Resume of Outstanding Achievement?**

Admissions Officers review thousands of applications. Being accepted to a particular school may be important to you, but to Admissions Officers it a tedious, at best, yearly task. Therefore, you should put yourself in their shoes and help them make their job easier. A two (2) page Resume of Outstanding Achievement accomplishes this goal with style. It allows for a quick review of your background to showcase your abilities and talents. Best of all, it saves the admissions review committee time. Showing consideration for their time may give you the edge you need to gain acceptance.

## **III. What should a good Resume of Outstanding Achievement contain?**

Similar to a job resume, the Resume of Outstanding Achievement should quickly explain that the student:

- ◆ Is a well rounded individual
- ◆ Has leadership capabilities
- ◆ Is organized
- ◆ Is confident and mature
- ◆ Has the capability of assuming additional responsibilities
- ◆ Has a game plan and is motivated to achieve a goal
- ◆ Has the qualities the school is looking for
- ◆ **DESERVES ACCEPTANCE!**

Follow the guideline on the next two (2) pages to develop your own personal Resume of Outstanding Achievement.

**NOTICE: Be sure to include your resume with each application that you submit!**

# James A Smith

Address: 4560 Main Street  
Anytown, OH 40600

Phone: (614)791-0000

## Educational/Career Goals:

My educational goal is to obtain a Bachelor's Degree in Communications from the University of USA. My career goal is to become a writer.

## Academic History:

School: Anytown High School, Anytown, Ohio - Graduate 1996

Class Rank: 15th of 389 students

GPA: 3.45

Curriculum: College Preparation  
Advanced Placement- English  
Advanced Placement- History  
Three Honors Classes

Achievements/Honors: National Honor Roll  
Kiwanas Top 10 Honoree  
National Merit Semifinalist  
Outstanding Senior Award  
Who's Who of American Students  
Gemini Technology Award

Scores: ACT Composite 26  
Percentile 89

SAT Math 600  
Verbal 600

## Personal Interests:

Reading / Writing / Music / Travel

## **Extracurricular Activities:**

Editor-in-Chief- Anytown High School Newspaper  
Anytown All-City Choir  
Drama Club  
International Thespian Society  
Key Club  
Spanish Club  
Student Council  
Football- 3 years  
Track- 2 years (Captain)

## **Community Service:**

Habitat for Humanity Volunteer- Anytown, Ohio  
Faith Mission Soup Kitchen Volunteer- Anytown, Ohio  
Inner City Camp Counselor- Union Wesleyan Church, Anytown, Ohio  
Bible School Counselor- Union Wesleyan Church, Anytown, Ohio  
Red Cross- Blood Donor  
*I CAN* Building Program Volunteer- New Iberia, Louisiana

## **Employment:**

Self-Employed Author: *The Creativesmith Inc.*  
The Soup Kitchen, Adam Publishing Company Inc. 1995  
  
Anytown McDonald's, Anytown, Ohio- 3 yrs.

## **References:**

Martin Holland, English Teacher & School Newspaper Advisor  
9335 Hoover Road., Anytown High School, Anytown, Ohio  
  
Jim Lester, Owner & President of Anytown McDonald's  
16 Main Street, Anytown, Ohio  
  
Reverend Jerry Lyman, Union Wesleyan Church  
397 Darby Stream Road, Anytown, Ohio



# 5 Essay Checklist

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Use the following checklist as a guideline to writing successful admission's essays.

- List the initial thoughts that you would like to emphasize about yourself.
- Focus in on the topics that you feel would best describe your strengths.
- Write a tentative statement that would reflect what you want to say.
- Write a list of details that could be used to support your statement. You may wish to use your Resume of Outstanding Achievement as a guide.
- Arrange this list of details into a well-ordered outline.
- Demonstrate your intellectual curiosity, dedication, commitment to goals, ability to complete tasks and leadership and self-control.
- Write a first draft of your admissions essay.
- Revise your first draft, paying special attention to your introductory and concluding paragraphs, as well to transitions between your paragraphs.
- Proofread your revised essay at least *twice*: once for spelling, punctuation, usage, and other mechanical errors and a second time for meaning and overall effectiveness.
- Have someone else proofread your essay and make suggestions for improvement .
- Be sure the essay is within the recommended length.
- Use words and phrases that are common to you.
- Do not overuse adjectives or adverbs.

# 6 Interview Checklist

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Use the following checklist as a guideline for successful admission's interviews.

- Practice for your interview. Be prepared to answer obvious questions. Consult your guidance department for these standard questions and review them with your counselor or parents.
- Practice makes perfect. Arrange your first interviews at the colleges in which you're least interested in attending.
- Relax and be yourself.
- Be alert and to the point. Make the interview easy for the interviewer.
- Be sure you are neat and presentable.
- Provide the interviewer with a copy of your Resume of Outstanding Achievement.
- Showcase your abilities and talents. Stay positive.
- Ask the questions in the *College Visitation Navigator*. The appearance of a solid game plan for admissions is impressive. Document the name, date and response.
- Don't dwell on a particular question. Show consideration for their time.
- Don't make lofty statements about yourself. Be humble.
- Avoid negatives about yourself or making excuses for any subpar performance.
- Be prepared to answer the following questions: *Describe your ideal college?*, *Which other colleges are you considering?*, or *Which college is your top choice?*
- Send a thank-you note to each interviewer within 3 days after the interview.