



*Massanutten Military Academy*

*College Planning Guide*

*Class of 2010*



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## I. RESPONSIBILITIES

As you go through the college application process, you will learn a great deal about your preferences, interests, and personal goals. Though many people will help you along the way, the ultimate decision rests with you. While it is important to make use of the available resources around you, there should be a clear understanding of your responsibility for each portion of the process. Below is an overview of the roles played by the key people involved.

### *Student Responsibilities*

- Engage in thoughtful, honest reflection of your hopes, goals, strengths and weaknesses. Apply this knowledge to your advantage in the application process.
- Do the best academic work that you are capable of, right through your senior year.
- Do the research to find and apply to a variety of colleges you would be happy to attend.
- Fill out the application with care. Be honest and **know your deadlines**.
- Keep careful files to organize and document all admission related forms (applications, test scores, letters from coaches, etc.)

### *College Counselor Responsibilities*

- Get to know each senior well enough to be able to advise them about a number of colleges and programs which might be suitable for them.
- Present the required recommendations and transcripts to the colleges.
- Gather, review, and mail all paperwork needed to complete the application.
- Act as the seniors' advocate to the extent that their credentials and MMA experience allow.
- Inform seniors about the appropriate standardized tests, visits by college representatives to MMA, and local college fairs.
- Provide open lines of communication with both parents and with college admissions officers.

### *Parent Responsibilities*

- Listen to you, your plans, goals and needs.
- Act as rocks of assurance for you and your values, independent of any college's decision regarding admission.
- Inform you of their views in this project. They know you better than anyone.
- Participate in some of the college research with you. Be aware and involved in the communicating parental expectations (types of college, financial interests). Visit the colleges when possible.
- Allow you to do your own work on applications and essays, but be supportive when needed.
- Provide the college counselor with detailed information about you by completing the Parent Brag Sheet in a timely fashion.

## II. COLLEGE PLANNING CALENDAR

### Senior Year

#### *September*

- Meet with College Placement Officer during the first month of school.
- Register to take the October or November SAT and/or ACT. (*see section 3*)
- Register to take TOEFL (*if English is not your first language*).
- Make sure all test scores are sent directly to colleges.
- Visit with college representatives who visit MMA and attend the college fair.
- Attend the monthly senior college planning meeting.

#### *October*

- Take the SAT/ACT.
- Finalize your college choices to 6-8. (*You are required to apply to at least 6*).
- Begin working on applications (*identify what is needed*).
- Be aware of early decision deadlines!
- Ask at least two teachers for recommendations. (*They will be due at the November meeting*)
- Begin working on your college essay (*see section 2*).
- Attend the monthly senior college planning meeting.

#### *November*

- Complete your essay (*see section 2*).
- Teacher recommendations are due.
- Continue working on your other applications.
- Attend the monthly senior college planning meeting.
- **Proof of your first completed college application is due before you leave for Thanksgiving break.**

#### *December*

- Attend the monthly senior college planning meeting.
- **Proof of your second and third completed college applications are due before you leave for Winter break (December 18).**
- Complete two more applications over winter break. Proof of the fourth and fifth applications will be due when you return!
- Failure to complete your applications on time will result in demerits.

#### *January*

- Finish your sixth college application.
- Complete the FAFSA forms with your parents.
- Maintain high grades (*colleges do have the right to revoke admissions offers*).
- Attend the monthly senior college planning meeting.
- **Proof of your six (or more) completed college applications are due by the end of January.**

***February/March***

- Last chance to meet February and March deadlines.
- Attend the monthly senior college planning meeting.

***April***

- Notify the College Placement Office of all acceptances and benefits you are offered.
- Attend the monthly senior college planning meeting.

***May***

- Take AP Exams.

### **III. CHOOSING A COLLEGE**

Now that you have a calendar to provide a timeline for the college selection process, what is next? Choosing a college involves many factors. There are over 3,000 colleges in the United States. The key will be narrowing your choices. Your choices should match your personal preference. The questions below can serve as a guide as you begin to narrow your selection down.

#### ***Academics***

##### **What have I achieved academically?**

In what classes have I excelled? In what classes do I struggle? What is the level of difficulty of my classes? What is my GPA? What are my SAT/ACT scores?

##### **Making the academic match**

What do the colleges require for admissions? At which colleges do I stand the best chance for getting accepted? As far as gaining admission, which schools will be classified as “reach,” “reasonable,” and “likely”?

#### ***Personality***

##### **What is my personality?**

Am I shy or outgoing? Do I like quiet, reserved spaces or the hustle and bustle of large spaces? Do I like a little of both? Do I like to be known or am I comfortable being a small fish in a big pond? Has the military structure at MMA helped me succeed?

##### **Making the personality match**

Do I want to attend a small college or a large university? Does it really matter to me if I attend a coeducational or a single sex institution? In what environment do I want my college? Urban? Rural? Suburban? Should I attend a college with a military structure and instruction? In what geographical area do I want the college to be? How far from home am I willing to go?

#### ***Interests***

##### **Beyond the classroom, what are my interests?**

Is playing a sport at the collegiate level important to me? Is having a leadership roll in the college community important to me? Do I want opportunities to participate in drama or music? Do I want to be in a ROTC program?

##### **Making the interest match**

What athletic programs do I want the college to offer? If playing a sport is important to me, in what NCAA division am I most likely to successfully compete? Do I want the college to have a newspaper, radio station, drama program, chorus, band, or orchestra?

### *Reasons for going*

#### **What are my reasons for attending college?**

Is college my next best step on my way to reaching my personal, academic, and career goals?

#### **Making the reason match**

What type of college will provide the education I need? What majors are offered at the colleges I am exploring? How important are internships and opportunities for studying abroad. Would I rather be in a rural or urban setting?

### *Financial considerations*

#### **What are my financial resources?**

What financial help will be available from my parents? Will I need financial aid in order to attend college? What is the tuition range my parents can afford?

#### **Making the financial match**

How can I earn and save money to help pay for college? What scholarships can I apply for? What are the total costs involved in attending each of the different colleges that I am exploring? What financial assistance programs are available at each of the colleges that I am exploring?

## **IV. DEVELOPING YOUR LIST – THREE-TIERED APPROACH**

Once you have developed a solid idea of your desired college, then you are ready to put together a list of 6-8 colleges that fit your criteria. Remember that you are looking not only for a school that will offer you admission, but also for a school where you will succeed and be happy for the next four years of your life. The list of colleges you will create is not a final list and can be edited and re-edited over the next few months. In constructing your list, you are encouraged to work with your parents, your mentor, and your College Placement Officer. Your final application list should represent at least one college from each category.

- **Reach Schools:** These are highly competitive colleges that represent a significant challenge for you because of strict admissions standards and/or highly competitive selection process. These colleges receive many more applications from students than they have room for, so the statistical odds of admission are much lower than the other categories. There is a real difference between a reach school and one where your chance of admissions is slim.
- **Reasonable Schools:** These are colleges that match your profile fairly evenly, but there is no guarantee of admissions. Your GPA and test scores should compare favorably with those of other freshmen accepted to these colleges.
- **Likely Schools:** These colleges represent schools where you are likely to be admitted. When comparing your GPA and test scores with these colleges, you will find that your credentials are as strong as those of other freshmen that have been admitted.

## V. COMPLETING THE APPLICATION

Once you have selected colleges, then you are ready to apply. Remember, you are required to fill out at least 6 applications (with at least one in each tier). College admission counselors read all application forms very carefully and you should regard each application form as a vital part of your candidacy.

### *Which Application to Use*

You have a number of different application choices. Most colleges will state that it does not matter which application you use, so you should find the one that is the most comfortable for you.

Individual College Applications – You can easily obtain a college’s application form by making any inquiry to the college (website, phone, e-mail, or written request).

Common Application – Hundreds of schools have agreed on a common application that students may simply complete once and send to as many colleges that they like. If using a common application, it is still important that you secure and review each college’s admissions material for information about additional forms. If a college has a supplement, it can be found on the college’s website or [www.comonapp.org](http://www.comonapp.org).

Electronic Application-The electronic application is a fast and easy way to apply. Make sure you triple check your responses before submitting. The College Placement Office will have access to computers for you to work on applications.

### *Transcripts*

Once you have shown the college placement office proof of a completed application, we will send your transcripts and any other requested material.

### *Teacher Recommendations*

Students must ask at least two teachers for recommendations, and it is always best to ask teachers whom you have had in your junior and senior years. Some schools specify that they want a recommendation from an English or math teacher – it is your responsibility to know what is required!

You need to get a verbal commitment from your teachers in October and give them the Teacher Recommendation Request Form. These forms can be obtained for the College Placement Office. These forms are due before you leave for Thanksgiving break. Do not procrastinate! More guidelines for letters of recommendation are on the next page.

## *Essays*

Some colleges do not require an essay, while others require several. It is your responsibility to know what your colleges want. It is very important that you proofread your essay and get someone else to, as well. Below are some tips for essay writing and some sample essay topics.

### *Tips for Essay Writing*

- Be yourself. Communicate your interests and ideas in your own unique style.
- The essay needs and requires time. Time to think, time to review and change, time to proof and polish. Don't wait until the last minute to write your essay. Gather ideas for a week or two, write a first draft, and let it rest. Allow a few days between revisions, both major and minor, and a day between completion of the essay and final editing.
- Have a teacher critique the rough draft to give you ideas in preparation for the final draft.
- Avoid putting down information that is available in other parts of the application.
- Eliminate all spelling and grammatical errors.
- Avoid large unsupported generalizations, especially when they are clichés such as "I like people." or "I want to broaden my horizons."
- Have your English teacher give you final approval!

### *Sample Essay Questions*

- Evaluate a significant experience, achievement, risk you have taken, or ethical dilemma you have faced and its impact on you.
- How has MMA helped to you?
- What aspect of discrimination in society most concerns you?
- The accomplishment of which I am proudest is...
- Have you witnessed a person who is close to you doing something that is seriously wrong? Describe the circumstances, your thoughts, and how you chose to respond. In retrospect, what, if anything, would you have done differently and why?
- Write a personal statement in which you tell about your interests, goals, and accomplishments. How will attending our college help you reach your goals?
- Indicate a person who has had significant influence on you, and describe that influence.

**More sample essay questions are available in the College Placement Office.**

## **XI. TESTING REQUIREMENTS**

It is important that you carefully plan to meet the testing requirements of each of the schools on your list. Testing requirements vary from college to college. While most colleges accept both the SAT and the ACT, some schools require specific SAT II's (Subject Tests).

Your test scores must be sent directly from the testing agency to the college of your choice. MMA does include your scores on your transcripts, but many colleges require official score reports from the testing agency.

For more information on SAT and ACT testing, contact SAT/ACT Coordinator Captain Catherine Pierce. For more information on the TOEFL, contact ESL Instructor TerryLynne Garrison

### **SAT & ACT SCHEDULE**

#### **2009-2010 SCHOOL YEAR**

#### **SAT**

##### **REGISTRATION DEADLINE**

September 9, 2009  
October 1, 2009  
October 30, 2009  
December 15, 2009  
February 4, 2010  
March 25, 2010  
April 29, 2010

##### **TEST DATE**

October 10, 2009  
November 7, 2009  
December 5, 2009  
January 23, 2010  
March 13, 2010  
May 1, 2010  
June 5, 2010

#### **ACT**

##### **REGISTRATION DEADLINE**

August 7, 2009  
September 18, 2009  
November 6, 2009  
January 5, 2010  
March 5, 2010  
May 7, 2010

##### **TEST DATE**

September 12, 2009  
October 24, 2009  
December 12, 2009  
February 6, 2010  
April 10, 2010  
June 12, 2010

## **VII. ATHLETES**

Athletes must be proactive in their search for the right match. Each year many elite athletes are actively recruited by a college. However, the MMA cadet-athlete must often assume responsibility for making the match and capturing the attention of a coach and college. In this quest, the cadet must be realistic about his level of playing ability and understand his academic qualifications based on the NCAA Clearinghouse Standards. First, he must know his SAT/ACT score(s) and the core course GPA. Those two criteria determine for what division the student is eligible. Go to the NCAA website for details: [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net).

The athlete's game plan should include:

- Realistic assessment of athletic ability and talent. Check with the coach for verification.
- NCAA – submit the NCAA Clearinghouse Form early in the senior year. This form is available on the NCAA website.
- Provide an up-to-date athletic resume.
- When possible, provide a video demonstration of the athlete's skills on the playing field.
- Keep your coach and College Placement Officer updated.

## **VIII. SERVICE ACADEMIES**

If you are interested in attending a service academy, you should:

### ***Sophomore***

- Review the basic requirements.
  - 17 years old but not yet attained 23 years, by the year that you are admitted.
  - U.S. Citizen
  - Unmarried
  - Not pregnant and have no dependents
- Develop academic qualifications.
  - Above average high school grades
  - Minimum 1200 SAT score or 21 ACT score
- Consider medical qualifications.
  - Good physical and mental health
  - Pass a medical exam
- Develop leadership qualifications.
  - Demonstrate leadership
  - Participate in extracurricular activities

### ***Junior Year***

- Contact the Academy in September and request application materials. This will open your initial file.
- Apply for nomination.
  - Service connected
  - Congressional
  - Vice President's
  - JROTC (Honor Unit with Distinction)
- Request a Candidate Kit from the selected service academy
- Follow up on nomination.
- Complete testing.
  - SAT or ACT
  - Physical exam
  - Physical aptitude test
- Be proactive.
- Start to practice for and be ready to take the Physical Aptitude Exam (PAE) and the Army Physical Fitness Test (APFT).

### ***Senior Year***

- Complete application.
- Confirm interview with your Congressman and/or Senators or his/her selection committee.
- Arrange to visit your Representative/Senator at his/her D.C. office
- Confirm you file is open at the academy and identify any and all items of required information not there and send them in.
- Schedule your DODMERB physical to be completed as soon as possible.
- Identify any physical remedial actions you must complete. Coordinate additional testing or required medical procedures.

### ***If you are interested in applying for a ROTC scholarship you should:***

- Be a U.S. Citizen.
- Be at least 17 years old and not older than 31 years old.
- Be a high school graduate (GPA 2.5 or higher).
- Have no arrest and/or civil convictions.
- Have a minimum SAT score of 920 or ACT score of 19.
- Be able to pass the Army Physical Fitness Test.
- Complete the application no later than December of your senior year.

## **IX. COLLEGE VISITS AND INTERVIEWS**

Of all the steps you take in the process of selecting a college, visiting the campus will probably have the greatest impact on determining which college you choose. College admission officers agree that, except where a visit is impossible, no student should select a college without having spent some time on the campus. At most colleges and universities, an interview is highly desirable and sometimes required.

### ***Planning For the Interview and Visit***

- Be prepared for the visit by reading the catalog and/or website carefully so you do not waste the interviewer's time with questions easily answered in the literature. Keep notes on each college and write down questions you wish to ask.
- Look up former MMA cadets whom you can visit.
- Save critical, top-choice colleges for last, when you have gained experience and self-confidence, and can draw comparisons.
- Call 2-3 weeks ahead of time for your interview and ask for the tour schedule at the same time. Do not drop in a college and expect to be interviewed.
- Dress appropriately and look your best! Your personal appearance and first impression are very important.
- Be prepared to talk about your courses, grades, and SAT/ACT scores. Get ready to talk about your strengths, weaknesses, interests, accomplishments, goals, and what you are looking for in a college experience.
- Discuss with your parents their role in the interview. They are welcome but they need to play a secondary role. Some colleges will arrange for parents to be involved in other activities while you are being interviewed.

### ***During the Interview***

- **BE ON TIME AND DRESS APPROPRIATELY!**
- Relax! Enjoy yourself! Be spontaneous! Ask well thought out and insightful questions. Sit up straight and make eye contact.
- Be prepared for the interviewer. He/she may be difficult, indifferent, passive, or by busy. Remain calm, optimistic, natural, and positive.
- Listen well. Do not do all the talking. If possible, ask follow up questions to show you are paying close attention.
- Do not bluff! If you do not know the answer to a question, say so. If you are confused by a question, ask for clarification. Do not embellish your accomplishments.
- Remember the name of the interviewer and thank him/her. Ask for a business card so that you can write a thank-you note when you return home.
- Take notes.

### ***Questions You May Be Asked***

Consider each of the following questions and actually write out the answers before you go to the interview. Don't take the answers with you to the interview.

- Why are you interested in this institution? Why are we a good choice for you?
- Tell me about your school. What do you like or dislike about it?
- What is your greatest strength as a person? a student? What are your weaknesses?
- What do you want to major in? Why?
- How do you spend your free time?
- Describe yourself in three words?
- What significant event(s) have occurred in our life thus far?
- What are your plans for the future?
- What do you want to get out of your college experience?

### ***Questions YOU Might Want To Ask During the Visit***

- What is the surrounding area like?
- What are the dormitory accommodations like? How are roommates assigned?
- What are the dining facilities like?
- If athletics are important to you, what are the facilities like? Will you have the opportunity to participate?
- How large are the classes?
- What are the strong departments?
- What are the college's rule and regulations?

**Additional questions are available in the College Placement Office.**

## X. FINANCIAL AID AND SCHOLARSHIPS

“Financial aid” is the term used to describe the various options available to help students and their families finance a college education. A financial package is a combination of funds needed to make up the difference between a college’s cost and the amount you and your family can reasonably afford. A financial aid package may include grants, scholarships, low-interest loans, and work/study funds. As the economy changes, so do the options for loans.

### *Types of Financial Aid*

- **Grants and Scholarships** (gift aid based on need and/or merit that does not require repayment)
  - Federal Pell Grants – available to the neediest students.
  - Federal Supplemental Educational Opportunity Grants (SEOG) – available for undergrad study to students with low Expected Family Contribution.
  - Institutional Scholarships and Grants – available from a specific college’s endowment.
  - Outside, Privately Funded Scholarships – available usually through corporate and civic sponsors.
- **Loans** (aid that has to be repaid, usually after graduation)
  - Federal Perkins Loan – loans with a low interest rate based on demonstrated need using the FAFSA.
  - Stafford Loan – loans with higher interest rate based on the FAFSA.
  - Parents Loans (PLUS) – loans that have capped interest rate based on credit worthiness.
- **Work Programs** (awards earned as hourly wages or credit toward tuition)
  - Federal College Work Study (CWS) – subsidized either by the federal government or the college.
  - Institutional Employment – specific employment opportunities offered by the college.

### *Applying for Financial Aid*

EVERY candidate for admission to a college should apply for financial aid, especially if his or her family feels that they may not be able to pay for the entire cost. Every student who applies for financial aid must fill out the FAFSA (Free Application for Federal Student Aid). The application is available to students at the beginning of December (their senior year) and can be obtained from the College Placement Office or online at [www.fafsa.ed.gov/](http://www.fafsa.ed.gov/).

Some colleges require students to submit the CSS Profile in October of their senior year. The CSS Profile is a supplemental aid application required by many institutions in addition to their own institutional aid form. Administered by the College Scholarship Service of the College Board, students must pay a registration fee as well as a processing fee for each college application. The website is [www.collegeboard.org](http://www.collegeboard.org).

**It is the family’s responsibility to know what forms need to be submitted and the deadlines for the submissions.**

## **XI. APPENDIX A – WEB RESOURCES**

### ***The College Search***

[www.campustours.com](http://www.campustours.com)

Find colleges, virtual tours, web cams, campus maps, and more.

[www.C3Apply.com](http://www.C3Apply.com)

College search, virtual tours, financial aid estimators, scholarship information.

[www.embarc.com](http://www.embarc.com)

Find colleges, scholarship information, links to college applications and supplements.

[www.petersons.com](http://www.petersons.com)

Contains links to information about colleges, graduate study, summer programs, and allows you to search for specific schools.

[www.review.com](http://www.review.com)

Princeton Review website – SAT information, college rankings, admissions tips, and college and university information.

[www.mycollegeguide.org](http://www.mycollegeguide.org).

Admissions information, common application and college search features.

[www.kaplan.com](http://www.kaplan.com)

Kaplan online

[www.commomapp.org](http://www.commomapp.org)

Common Application

### ***Other sites***

[www.sourcepath.com](http://www.sourcepath.com)

[www.collegeboard.com](http://www.collegeboard.com)

[www.collegenet.com](http://www.collegenet.com)

[www.niep.com](http://www.niep.com)

[www.collegelink.com](http://www.collegelink.com)

[www.collegequest.com](http://www.collegequest.com)

[www.gocollege.com](http://www.gocollege.com)

### ***College Information***

[www.schoolsintheusa.com](http://www.schoolsintheusa.com)

In-depth information on various programs.

[www.collegetownusa.com](http://www.collegetownusa.com)

College, sports scholarship resource.

[www.chnet.com](http://www.chnet.com)

Database with school information and links to colleges.

[www.yahoo.com/Education/](http://www.yahoo.com/Education/)

Information about higher education and college entrance.

### ***Summer Programs***

[www.petersons.com/summerop/ssector.html](http://www.petersons.com/summerop/ssector.html)

[www.yahoo.com/Education/K\\_12/Programs/Summer\\_Programs](http://www.yahoo.com/Education/K_12/Programs/Summer_Programs)

[www.afs.org/usa/abroad.html](http://www.afs.org/usa/abroad.html)

### ***Financial Aid***

[www.fafsa.ed.gov/](http://www.fafsa.ed.gov/)

U.S. Department of Education Website with the FAFSA

[www.finaid.org](http://www.finaid.org).

Financial aid information that provides a comprehensive guide to aid.

[www.fastweb.com](http://www.fastweb.com)

Search for scholarships and financial aid information.

[www.nslc.org](http://www.nslc.org)

National student loan clearinghouse.

[www.wiredscholar.com](http://www.wiredscholar.com)

Guidance on loan processes and types available.

[www.absolutelyscholarships.com](http://www.absolutelyscholarships.com)

Database of over 200,000 scholarship awards.

[www.sallimae.com](http://www.sallimae.com)

Offers information on scholarships, grants, and student loans.

## **XII. APPENDIX B – PRINT RESOURCES**

### ***Comprehensive College Reference Books***

*Barron's Profiles of American Colleges*

*The College Handbook*

*Peterson's Guide to Four-Year Colleges*

### ***Preliminary College List Builder Books***

Antonoff, Steven. *The College Finder-475 Ways to Choose the Right School for You*

Rugg, Frederick. *Frederick E. Rugg's Recommendation on the College*

Peterson's Guide. *Peterson's National College Databank*

### ***SAT/ACT Preparation, Review Books***

Browsteing, Samuel. *How to Prepare for the SAT I*

Manek, Mistry, Michael Colton, Paul Ross, Larry Berger. *Up Your SAT Score-The Underground Guide to the New PSAT and SAT*

Levy, Joan and Norman. *ACT-American College Testing Program*

Barron's Educational Series. *How to Prepare for the ACT*

### ***Books on Writing College Essays***

Power, Helen W; DiAntonio, Robert and Stuart, Lyle. *The Admissions Essay*

Mason, Michael James. *How to Write a Winning College Essay*

Curry, Boykin and Kasbar, Brian. *Essays That Work*

### ***Books on Financial Aid***

College Board. *College Costs and Financial Aid Handbook*

Arco. *College Scholarships and Financial Aid*

Cassidy, Daniel J. *The Scholarship Book*

### ***College Books for Parents***

Shields, Charles J. *The College Guide for Parents*

Edelstein, Scott. *Putting Your Kids Through College*

## XII. APPENDIX C – INFORMATION YOU WILL NEED

<b><i>School Name and Address</i></b>	Massanutten Military Academy 614 South Main Street Woodstock, VA 22664
<b><i>Phone</i></b>	540-459-2167
<b><i>Fax</i></b>	540-459-5421
<b><i>College Placement Team</i></b>	Mrs. Sarah Mrosko (College applications) <a href="mailto:smrosko@militaryschool.com">smrosko@militaryschool.com</a> 540-459-2167 ext. 228
	Ms. Dorcas Janney (Transcripts) <a href="mailto:djanney@militaryschool.com">djanney@militaryschool.com</a> 540-459-2167 ext. 266
	Capt. Cathy Pierce (Test site coordinator, SAT/ACT/AP) <a href="mailto:cpierce@militaryschool.com">cpierce@militaryschool.com</a> 540-459-2167 ext. 250
	Ms. Rachael Hammond (Essay & general questions) <a href="mailto:rhammond@militaryschool.com">rhammond@militaryschool.com</a> 540-459-2167 ext. 264
<b><i>School Code (CEEB)</i></b>	472475
<b><i>SAT Test Center Site</i></b>	47781
<b><i>ACT Test Center Site</i></b>	210160