

Mentor High School Guidance and Counseling Department

COLLEGE APPLICATION PROCESS

"What you do – What we do"

Student Responsibilities:

On-Line Applications:

- Most applications are available on-line
- Applications may include teacher recommendation forms, counselor recommendation forms, college prep. forms for counselors to complete, etc. **Be sure to print these out and give to your counselor (teacher recommendations to your teachers).**
- If you are applying to one or more “Common Application” schools, make sure you include your counselor’s full name and email address. Your counselor will complete all the appropriate information online.
- Make an appointment with your counselor and complete a yellow “Student Request for Transcript” card for each college, available in the Guidance office. Give the yellow card to your guidance counselor and indicate that you applied on-line. *(Please include 4 First Class stamps for each transcript requested.)*

Traditional Paper Applications:

- Colleges and Universities are going “green” and are not sending out multiple paper applications and View Books to high schools. Instead, they have “Printable/Paper Applications” online that you can print out (sometimes they are hard to find on the college web site)
- We do receive a few applications, so check the file cabinet in “The Guidance Office” for in-state and out-of-state applications.
- If a “Counselor” form or a “Teacher/Counselor Recommendation**” form(s) is included in the application, you are responsible for requesting the form(s) to be completed.
- Make an appointment with your counselor
 - Bring completed application(s) and check(s). *(Please include 4 First Class stamps for each transcript requested.)*
 - Complete a yellow transcript request card for each application.

Counselor Responsibilities:

- Answer questions about the application process, including reviewing completed paper applications and/or other forms.
- Prepare transcript with test scores.
- Write letter of recommendation** if required.
- Mail complete package in a Mentor High School Profile folder: *(Please include 4 First Class stamps for each requested.)*
 1. **Paper Application:** admission application, counselor form, Counselor/Teacher recommendations (as needed), transcript, and check (as needed).
 2. **Online Application:** counselor form, Counselor/Teacher recommendations (as needed), transcript

Ohio Career Information System:

Use this internet site to get information on careers, colleges, universities or technical schools and their programs of studies. <http://www.ocis.org> User Name: **MentorHS** Password: **ohiocis03** (zero, three)

ConnectEDU

Mentor High School is pleased to announce our recent partnership with ConnectEDU to provide our students and parents with a comprehensive way to better organize the academic planning and college search, application, financial aid, and decision making processes. (See the back for more information)

WATCH DEADLINES! *(This includes both the college and Mentor High School)* Although college and university application deadlines vary, it is a good ‘rule of thumb’ to send your applications before our winter break (12/21—1/3). To facilitate the process, the guidance counselors have set the following deadlines for sending out your applications:

November 13, 2009 Applications with recommendation letters
December 1, 2009 Applications without recommendation letters

**** *Allow a minimum of 2-3 weeks when requesting a letter of recommendation. Students are advised to request these letters in advance of application completion.***

For those wanting to participate in Senior Project, packets (*not including Capstone*) will be available in the Guidance Office starting October 20, 2009 (*Due date November 24*)