

GUIDANCE DEPARTMENT INFORMATION – (submitted 10-30-08)

Juniors and Seniors: Parents please encourage your child to become re-acquainted with Mrs. Mertle's NEW office in the chapel. College applications, catalogs, ACT/SAT information & registration packets, scholarship and financial aid information is available. **PLEASE NOTE:** The guidance office BEST and MOST USED means of communication with the students is the daily PA announcements and the dissemination of materials in homerooms.

College Representatives:

Most college reps are scheduled to visit NCC in the fall. Students are always responsible for any class work missed while attending.

COLLEGE VISITS OFF CAMPUS:

Senior students are permitted to take up to three days for college visits. They **MUST** follow these procedures in order for the visit to be an excused absence:

1. Students/Parents should call the college well in advance to schedule a visit (Mrs. Mertle does not schedule your visit). It is encouraged to visit during times that the school has an open house schedule or through the schools visitor center.
2. See Mrs. Mertle at least one week in advance of your visit to notify her of your plans.
3. A note signed by the parents **MUST** be given to Mrs. Mertle prior to your visit (preferably one week ahead of time).
4. Mrs. Mertle, upon receiving the parent permission note will provide the student with a NCC College Visit Verification Form that must be signed and returned to Mrs. Mertle the day after the visit. (If not returned, the visit will not be an excused absence).
5. College visits may not be scheduled the day before or after a major event such as Homecoming, Prom, Christmas break or Spring break.
6. Students are responsible for all schoolwork they miss while on their visit.
7. The last day to schedule a college visit is April 15th.

Please note that visits to local colleges should not be scheduled if possible. And students should notify their teachers that they will be missing class. A few days in advance is recommended. **STUDENTS WHO DO NOT FOLLOW THESE PROCEDURES WIL BE MARKED ABSENT.**

COLLEGE FAIRS

The Regional College Fair is held annually (in September) at either Thomas More College or Northern Ky. University and the National College Fair is held annually (in October) at the Duke Energy Center in Cincinnati. There will be another fair (in March/April) at Xavier University (Cintas Center). Covington Latin High School also has a spring college fair for Juniors.

College Fairs are an excellent way to gather information as you go through the college admission process.

TESTING INFORMATION

ACT/SAT – These are the college entrance tests/exams used for admission into colleges/universities. The guidance department recommends that all college bound juniors begin taking these tests in the spring of their junior year. All seniors are encouraged to take the ACT/SAT at least once before they graduate. Students can register on-line or by mail. Registration packets are available in the guidance office. Please call Mrs. Mertle if you have questions. The High School Code for NCC is always 181973 (needed when registering). **PLEASE NOTE THAT NCC WILL NOT GET A SCORE REPORT UNLESS THE HS CODE IS GIVEN. THIS COULD INCURE AN ADDITIONAL COST LATER IN THE COLLEGE APPLICATION PROCESS.**

ACT – NCC will again be a test site for the ACT tests in Oct., Dec., April and June. Test dates are posted on this web site, in the student planner and are announced on the daily PA announcements.

SAT – NCC is **not a test site** for the SAT, however the test is given each Oct., Nov., Dec., Jan., March, May & June.

Sophomore and Junior testing:

There are two important tests during the month of October for sophomores, the **PLAN & the PSAT**. The Plan includes an interest inventory and study skills assessment. All sophomores will take the **PLAN in October** here at NCC. (Mrs. Kellinghaus will administer the test in the school gymnasium).

The **PSAT will also be given in October** by Mrs. Mertle (in the school gym). This is an optional test for freshman, sophomores and juniors. (The PSAT for freshman & sophomores is for practice, and the results for the juniors is the only test score used by the National Merit Scholarship Program). The PSAT score is also a very important factor in the Governor Scholar program.

ASVAB (Armed Service Vocational Aptitude Battery)

The ASVAB test is given each year to all juniors usually in **November** (in the school gym). The federal government along with Mrs. Mertle will administer the test. There is no cost to students. Areas tested are: verbal, math, academic abilities, mechanical/crafts, business/clerical, electronics, electrical and health/social/technology. The results will be interpreted by an education specialist from the Armed Services as a basis for career planning. Students will receive a career exploration workbook with their results.

FINANCIAL AID

Mrs. Mertle hosts an annual financial aid night for seniors and their parents in December. A representative from Thomas More College Office of Financial aid will provide critical information for all college-bound seniors. She will explain how to fill out the **FAFSA** (Free Application For Student Aid/Federal Financial Aid Form).

JUNIOR COLLEGE PLANNING NIGHT

Mrs. Mertle will host an annual college planning night for all juniors and their parents usually in February. Mrs. Melissa Gorbandt, admissions director from Northern Kentucky University will present. This is especially beneficial for parents who have children going through the college planning process for the first time.

APPLICATIONS TO COLLEGE/SCHOLARSHIPS

Seniors who plan to attend college next fall SHOULD be applying during the months of October and November. Students with good grades, high ACT/SAT scores and high rank in class should be applying for academic/merit-based scholarships and grants NOW! Most merit-based scholarship deadlines are in early November and December. See/call Mrs. Mertle if you have questions. Often schools have a separate scholarship applications