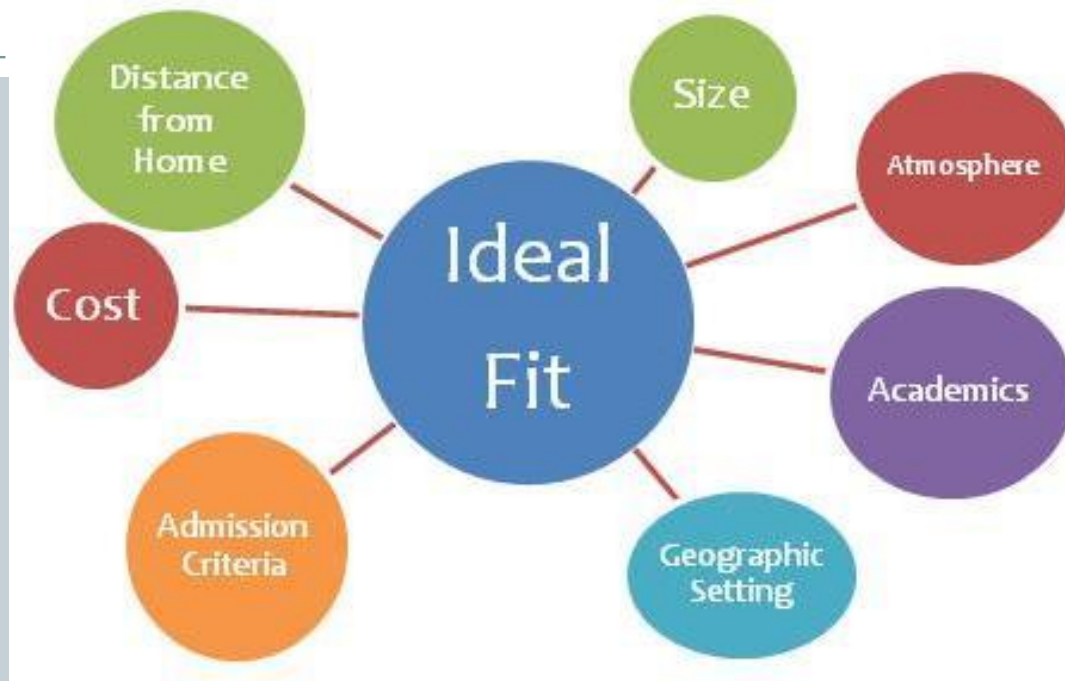


# The College Application Process

## Class of 2020



*Presented by: New Hope-Solebury High School's Guidance Department*

# What Should You Be Doing Now?



- ◆ Finalize college list
- ◆ Complete college applications, being mindful of deadlines
- ◆ Attend campus tours & representative visits at NHS -- these are often the individuals who read your application first!
- ◆ Register on Naviance for representative visits. They start next week! We have **80 colleges** coming so far this fall!

# Essential Resources Throughout this Process:



## **COMMON APPLICATION:**

**AN OFFICIAL APPLICATION USED BY HUNDREDS OF COLLEGES  
& UNIVERSITIES TO MAKE THE APPLICATION PROCESS MORE  
EFFICIENT FOR THE STUDENT**

## **NAVIANCE:**

**THE ONLINE PLATFORM THAT WE USE AS COLLEGE SEARCH  
RESOURCE & A VEHICLE TO SEND HIGH SCHOOL MATERIALS  
FOR COLLEGE APPLICANTS**

## **TRANSCRIPT REQUEST FORM**

**HELPS STREAMLINE PROCESS FOR STUDENTS & GUIDANCE**

## **THE COALITION APPLICATION**

# KEY DEADLINES



- **Early Action/Decision:**
  - Request transcript by October 18th for Nov 1 deadline
  - Request transcript by November 13th for December 1 deadline (transcripts cannot be sent over Thanksgiving break)
- **Rolling & Regular Deadlines:**
  - Rolling deadlines are open ended until the class is filled.
  - Transcript request deadline is December 9th for January 1st deadlines (transcripts cannot be processed over Winter Break)

# Common Application

THE COMMON  
APPLICATION

Welcome, Sample!  
First Year | CAID 12703092

Dashboard

My Colleges

Common App

College Search

## Common Application

- Profile
- Family
- Education
- Testing
- Activities
- Writing

- ▶ Current or Most Recent School
- ▶ Other School
- ▶ Community-Based Organizations
- ▶ Education Interruption
- ▶ College & Universities
- ▶ Grades
- ▶ Current Year Courses
- ▶ Honors

▼ Future Plans

# What is FERPA?

\*Required to Match Account with Naviance

## Federal Education Rights and Privacy Act

The screenshot displays a web interface with a top navigation bar containing 'Dashboard', 'My Colleges', 'Common App', and 'College Search'. The 'My Colleges' section is active, showing a list of colleges: American University (+), Denison University (-), Loyola University Maryland (+), Roanoke College (+), and The College of William & Mary (+). The 'Denison University' row is selected. Below the college list, an 'Application' section shows '(0 of 3 Completed)' with three items: 'Questions', 'Recommenders and FERPA', and 'Review and Submit - Common App'. The 'Recommenders and FERPA' item is highlighted. The main content area features a 'Manage Recommenders' link and a note: 'Note: All dates are Eastern Time'. Below this, there are two main sections: 'FERPA Release Authorization' and 'Counselor'. The 'FERPA Release Authorization' section explains that users must complete a release authorization process to allow transcripts and recommendations to be submitted on their behalf through Naviance eDocs, with a link to 'release authorization'. The 'Counselor' section states that the school uses Naviance eDocs for transcripts, school reports, and teacher recommendations, and provides instructions on how to contact a counselor or download printable forms. Below the 'Counselor' section is an 'Offline Forms' section with a list of links: 'School Report', 'Optional Report', 'Mid Year Report', and 'Final Report', each accompanied by a small red icon.

Dashboard My Colleges Common App College Search

**American University** +

**Denison University** -

**Loyola University Maryland** +

**Roanoke College** +

**The College of William & Mary** +





**Application**  
(0 of 3 Completed)

- Questions
- Recommenders and FERPA
- Review and Submit - Common App

[Manage Recommenders](#)  
*Note: All dates are Eastern Time*

- **FERPA Release Authorization**  
You must complete the release authorization process, which will allow transcripts and recommendations to be submitted on your behalf through Naviance eDocs. [release authorization](#)
- **Counselor**  
Your school is using Naviance eDocs for transcripts, school reports, and teacher recommendations. Please contact your counselor directly and they will provide instructions specific to your school regarding these documents. If your counselor wishes to submit forms via mail, you can download printable forms that can be completed on paper and mailed to each institution to which you apply.

**Offline Forms**

- [School Report](#) 
- [Optional Report](#) 
- [Mid Year Report](#) 
- [Final Report](#) 

# Updating Naviance



- Maintain Colleges I'm Applying To list on your Naviance Student Account and indicate the application deadline you are aiming for. This lets the Guidance Office and your recommenders know where you are applying.
- Naviance is also used to collate and electronically submit letters of recommendation. Submit letters of recommendation requests to your teachers on Naviance.
- Do not submit requests to your counselor, as we write letters for all of our students.

# Letters of Recommendation



- Complete Student Self Assessment for counselor letter
- Request letters of recommendations from teachers
- Ask teachers personally → Submit Naviance request → Write a thank you note!
- Provide teachers ample time (3-4 weeks)
- Optional: employer/supervisor/"other" to write about personality, work ethic, leadership, etc. -- provide an addressed, stamped envelope & have them mail it directly to the admissions office



# Letters of Rec on Naviance



## Add new request

Here you can ask a teacher to write you a letter of recommendation. If you don't have any colleges in your list yet, you may still make a request. Make sure you give your teachers plenty of time to write your recommendations!

Cancel

Submit Request

### 1. Who would you like to write this recommendation?\*

Select A Teacher

### 2. Select which colleges this request is for:\*

- All current and future colleges I add to my Colleges I'm Applying To list  
\*Select only if you have no preference for which teachers will meet the recommendation requirements for each college
- Choose **specific** colleges from your Colleges I'm Applying To list

<input type="radio"/> Select All	Colleges	Due
<input type="checkbox"/>	Pennsylvania State University-Main Campus -- required / 4 allowed / 0 requested	
<input type="checkbox"/>	Temple University -- required / 1 allowed / 0 requested	Nov 01 2017
<input type="checkbox"/>	University of Delaware -- required / 4 allowed / 0 requested	Jan 15 2018
<input type="checkbox"/>	University of Maryland-College Park -- required / 1 allowed / 0 requested	Jan 20 2019

# Sending Transcripts



- ◆ After you complete each application, submit a Transcript Request Form to guidance office -- students will submit a separate Transcript Request Form for every college to which they apply.
- ◆ Students must complete a series of tasks before we are able to send materials.
- ◆ With each transcript, HS sends a School Profile, Letters of Recommendation, & Secondary School Report
- ◆ The guidance office submits these supporting materials within 10 days of receipt of the request form.

# Test Scores



- Take or retake SAT/SAT Subject Test/ACT in senior year.

If your school requires SAT or ACT scores, the student must send official SAT/SAT Subject Tests/AP or official ACT scores directly from the organization:

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

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

Some colleges have made standardized test scores optional. For test-optional schools, you decide whether or not you would like to send your test scores.

Test Optional Schools are listed here: [www.fairtest.org](http://www.fairtest.org)

# Key Dates to Remember



- SAT/SAT Subject Test      October 5 & November 2
- ACT      September 14 & October 26
- Submit FAFSA      Available October 1, 2019
- Community Scholarship      January/February (TBD)
- National Decision Day      May 1



**WRITE YOUR FUTURE**

College Essay Coaching

*WriteYourFutureInc@gmail.com*



Top 5 College Application

**Essay  
Essentials**



# Closing Thoughts



***Students should love their entire list!***

- Manage stress: take it one step at a time. Schedule specific times to work on applications.
- Don't panic if you get a mass email from a college – let us help!
- Colleges appreciate when *students* take the initiative to reach out with questions.
- **AVOID SENIORITIS!**
  - Mid Year Grades are sent to all Common App schools and may be requested by schools that do not use the Common App. All schools receive a final transcript. Schools may and **HAVE** rescinded offers of admission based on final grades!

***And finally...you can do this! It won't be long before those acceptance letters start rolling in!***

**Thank you!**



**Any Questions?**