THE COLLEGE APPLICATION PROCESS AND NAVIANCE

Winters Mill High School

Summer 2020

School Counseling Department

OBJECTIVES/OVERVIEW

- Senior Year
  - Graduation Requirements
  - Senior Meeting
- Develop skills to utilize Naviance for college application process
- College Search – Naviance
- Admission Tests
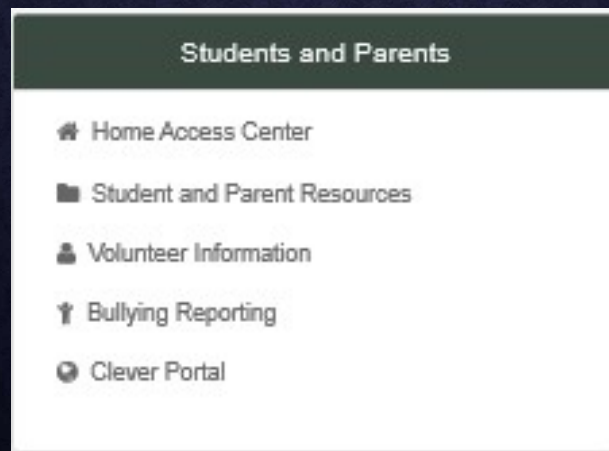- Applications/Transcripts/LOR – Naviance

GRADUATION REQUIREMENTS

- Total of 25 credits
  - 4 credits must be earned after the completion of grade 11
  - Required courses – work with school counselor to ensure these are scheduled
- 75 Service Learning Hours
  - 55 hours required by end of junior year to receive senior status requirement waived this year
- Meet testing requirements
- Please use the Sign-Up Genius link that has been emailed to schedule your senior meeting to review the above with your counselor – we will continue these meetings in the fall for those who can't schedule in the summer

NAVIANCE TOOLS AND EDOCS

- All CCPS students applying to college must use Naviance. All of the college application details will come through Naviance, including the college search.

- Access your account through the Clever Portal using your CCPS Active Directory User Name and Password. Access Clever Portal from the Students and Parents resources on CCPS website – www.carrollk12.org

USING NAVIANCE TO GET READY FOR SENIOR YEAR – WHAT TO EXPECT

WHAT?	WHEN?	HOW?	WHY?
You'll be using **Naviance Student** to request transcripts from your counselors and letters of recommendation from your teachers for your college applications	Early next school year	This presentation will provide you the steps on how to request these documents and track your applications using **Naviance Student**	Accurately tracking your college applications in **Naviance Student** will allow the counseling office to send transcripts and your teachers to send letters of recommendation on your behalf. You will also be able to check the status of materials being sent right in your account, which saves you time and stress!

HOBSONS ❭

NAVIANCE – SHOW ME HOW

- This tool provides step-by-step instructions in how to do many of these college activities
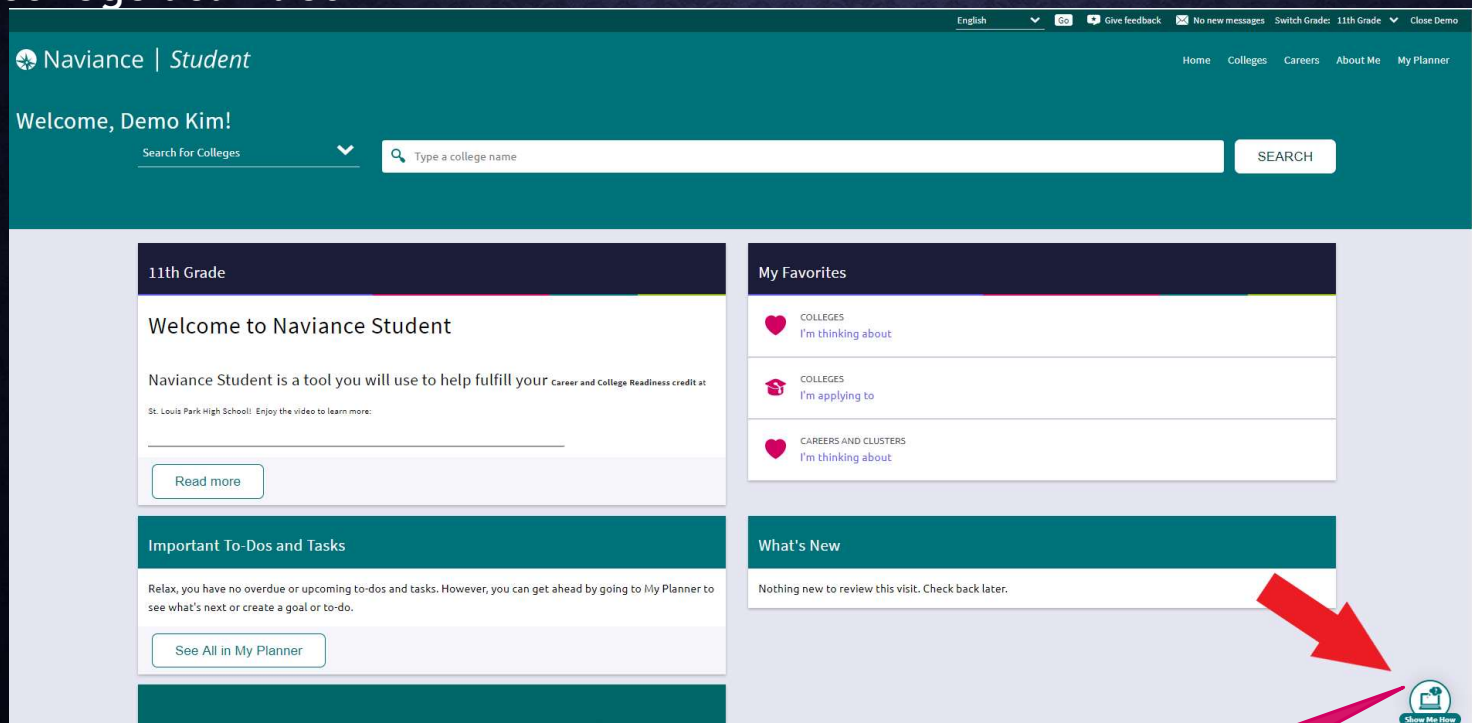
Click on the icon to get started

NAVIANCE COLLEGES PAGES

1. ***Find Your Fit***: Use tools like SuperMatch and Scattergrams to identify your best-fit college.

2. ***Research Colleges***: Dig deeper into colleges of interest using tools like Acceptance History.

3. ***Apply to Colleges***: Manage college applications and corresponding documentation.

4. ***Scholarships & Money***: Search for and keep track of scholarships.

THE COLLEGE SEARCH

Factors to Consider

- Location
  - Distance from home/accessibility
  - Urban vs. Rural vs. Suburban

- Size
  - Small, Mid-Size, Large
  - Average Class Size

- Cost
  - In State vs. Out of State

- Two or Four Year
  - Community vs. University

COLLEGE SEARCH, CONT.

Factors to Consider

- Private or Public
  - Cost
  - Affiliations
  - Prestige
- Academics
  - Major Options
  - Academic Match/Selectivity
- Student Life
  - Athletics, Greek Life, Travel Abroad Opportunities, Dining Hall, Housing Amenities, etc.

NAVIANCE SUPERMATCH

- Tooltips guide you through searching over 20 filters to find your best-fit institution

NAVIANCE COLLEGE MATCH

- Helps students discover colleges that are interested in students like them based on specific features

ADDING COLLEGES TO YOUR FAVORITES LIST

To add colleges to your Favorite list, you will:

1. From the home page, click on Colleges I'm Thinking About
2. Select +Add Colleges to List
3. Search for the college(s) of interest
4. Select the heart icon to add to Favorite's list.
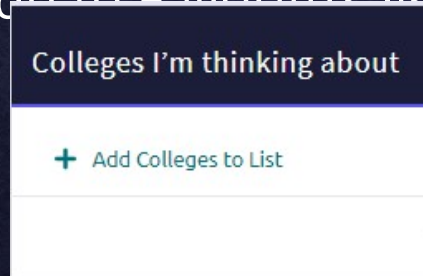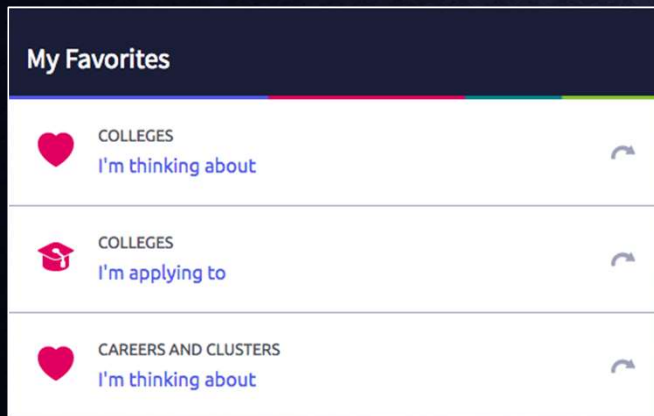
Favorite Colleges of Interest
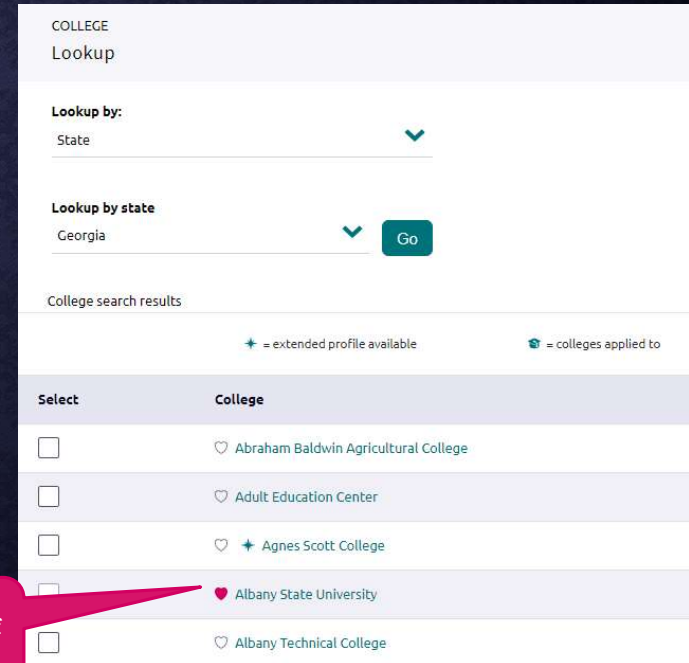
NARROW IT DOWN

3 "Reach" Schools

- Pros
- Cons

3 "Good Fit" Schools

- Pros
- Cons

3 "Likely" Schools

- Pros
- Cons

CAMPUS VISITS

- When?
  - Now or Late August, Early September

- Format
  - Virtual for most this year
  - Use Naviance and school's websites to see if they offer a virtual tour option

COLLEGE ADMISSION TESTS

SAT (Aptitude)	ACT (Achievement)	Accuplacer/ Placement Test
Reading & Writing (200-800) **Math** (200-800) *Essay* (*optional* & scored separately) → Total Score Range 400-1600 **Subject Tests** • Required by some colleges	**English** (1-36) **Math** (1-36) **Reading** (1-36) **Science** (1-36) *Optional Writing Test* → Composite (Total) Score 4-36	**Reading** **Writing** **Math** → Student performance determines placement into remedial or college level courses. → SAT Scores may exempt students from having to take the placement exam.

SCORES

- Some schools may be waiving testing requirement due to COVID-19

- Sign Up Now – new test dates have been added

- SAT School Day – will take place in October – if we are back in school full time

- Send Before You Test
    - Both tests allow you to choose up to four colleges to send scores to for free before and for a short time after the test date

- Send After You Test – by application deadline
    - For a fee

- http://www.act.org/

- https://www.collegeboard.org/

- Study for SAT – khanacademy.org

APPLICATIONS

Rolling Admission	Early ACTION	Early DECISION	Regular Decision
• No deadline. • Applications are accepted until class is filled.	• Apply with the first wave of applicants. • Selecting to find out acceptance offer early. • **Also referred to as "Priority Deadline"** • **Mostly November and December.**	• Binding decision • Committing to going to that school if accepted • Only apply to one school early decision • ***Not used frequently*** • **Does NOT improve chances of acceptance**	• **Final Deadline** • **November through January**

APPLICATIONS

- College will have their own application or they may use Common Application or Coalition – most are completed online but paper applications are available

- Your Common App account will be linked to your Naviance account

- Start early – most are available in August

- Get organized

- Student is responsible for making sure application is complete

STUDENT COLLEGE APPLICATION FLOW

Match Common App account to Naviance Student

→

Add non-Common App colleges to the Colleges I'm Applying To list

Request application and transcripts for Common App and non-Common App colleges via Naviance Student

Request teacher recommendation letters via Naviance Student

Track status of requested transcripts and recommendations
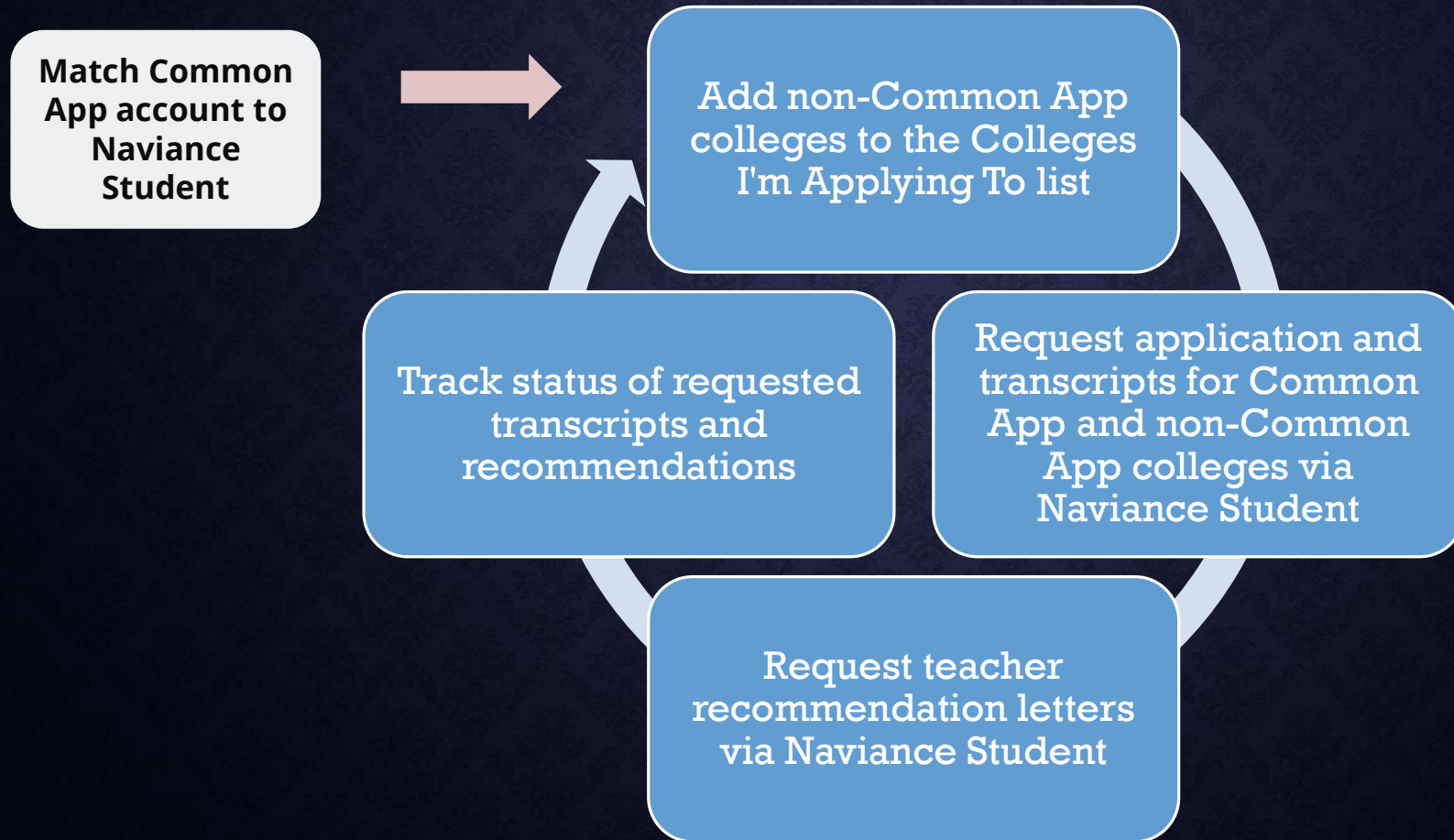
CREATING COMMON APP ACCOUNT AND SIGNING FERPA WAIVER

- Follow the steps in the linked video to learn how to set up your Common App account and how to sign the FERPA release waiver.

Common App Matching Video

1. Go to **Colleges I'm Applying To List**
2. **Select the hot pink bar to Match Accounts**
3. **Enter the email address** used for the Common App account
4. **Confirm that the birthdate is correct**
5. **Select Match Accounts**
6. Once a student has matched their account, schools from their application list in Common App will feed into their Colleges I'm Applying To list in Naviance

ADDING COLLEGES TO YOUR APPLICATION LIST

- **To add colleges to your application list, you will:**

  1. From the home page, click on Colleges I'm Applying to

  2. Click **Pink** circle with the plus sign

  3. Search for the first college you are applying to

  4. Update your decision type and how you'll apply

  5. Add and request initial transcript
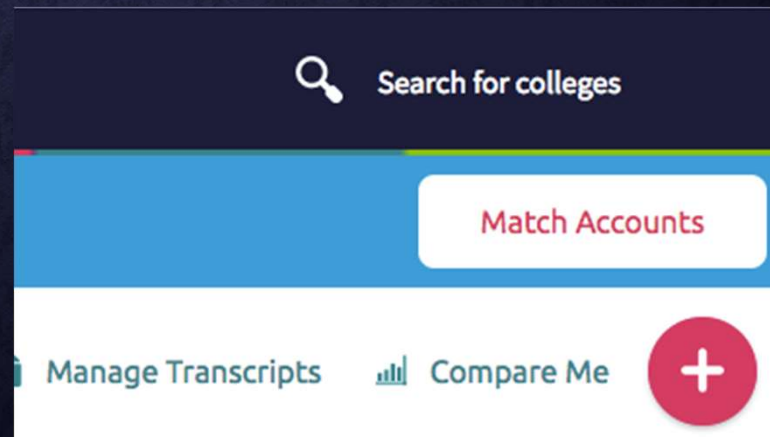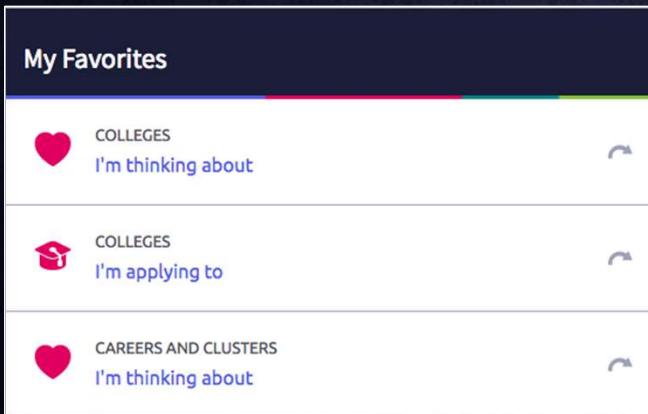
ADDING COLLEGES TO YOUR APPLICATION LIST, CONTINUED

- **Make sure you indicate how you are applying to the particular college.**

- Some colleges accept applications through Common App or another method. You will need to update how you are applying in Naviance Student so the counseling office knows how to s[...]

- If you are NOT applying to the college via Comm[...] select the "directly to the institution" option.

TRANSCRIPT REQUEST

- In order to access a college transcript request, open the 'Colleges I'm Applying to List'

Option 1: When using the plus (+) to add a new college, you can request a transcript during the process.

Option 2: The Request Transcripts option allows you to request a transcript for any of the colleges on your list. **The first 3 transcripts are free, the rest are $2 each.**

LETTERS OF RECOMMENDATION

- Person who has background knowledge of your academic ability – ideally a teacher

- Teachers need at least two weeks notice to submit letter

- Ask them prior to sending a Naviance request

- Credential Sheet – available on WMHS counseling website and in Naviance – fill out and email to counselor and anyone else who you are requesting a letter from

- Waiving your right to view letter is ideal

REQUEST LETTER IN NAVIANCE

1. Go to **Colleges I'm Applying To List**
2. Select **Letters of Recommendation (LOR)** at the bottom of the list
3. Select **Add Request**
4. Select a **recommender**
5. Select which **colleges the request is for**
   - **Best practice** is to select specific colleges, since many colleges accept a limited number of recommendations.
6. Include a **personal note**
   - **Best practice** is to include a note. This assists the teacher in remembering special tasks or events.
7. Select **Submit Request**
8. Select **Request and Finish**

TRACK SUBMISSION PROGRESS IN NAVIANCE

Tracking Transcript & App Materials Status
1. Go to Colleges I'm Applying To List
2. Check the Transcript column to review when a counselor has submitted a transcript
   1. The transcript column will say 'sent' if the transcript has been sent
3. Check the Office Materials column to review when a staff member has indicated that all materials have been sent for that application
4. The Office Materials column will say 'submitted' if transcripts and any other required materials, like Common App forms or other school-specific forms, have been sent

Tracking LOR Status
1. Go to **Colleges I'm Applying To List**
2. Select **Letters of Recommendation** at the bottom of the list
3. Check the Status column to review when a teacher has submitted a LOR

	College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type ⓘ	Application		
☐	of Central Florida	RD	Regular Decision	N/A	requested	Pending	CA	Submitted ⌄	✏ EDIT	MORE ⋮
☐	Docufide Demo College	RD	Regular Decision April 1	N/A	final sent	Final submitted	〜	Accepted ⌄	✏ EDIT	MORE ⋮

Deadline ▲	Recommender(s)	Status ⓘ	Cancel Request
See applications	Genevieve T		✕
Apr 01 2018	Genevieve T		✕

Recommendation Statuses: ✕

✉ **Requested:** Student has requested a letter of recommendation

📋 **In Progress:** Teacher has written the letter of recommendation

✅ **Submitted:** High school faculty member has sent the letter of recommendation to designated college(s)

✕ **Cancelled:** Either the student, teacher, or counselor has cancelled the request

Add Request

2016, Hobsons Inc

CHECK TRANSCRIPT REQUEST STATUS

How do I know if my transcript has been sent?

Watch the Transcript Request column to determine when the transcript has been sent

How do I request more transcripts? Select Request Transcripts

How do I know if my counselor has submitted everything I need for an application? [Materials column says "submitted", this means all necessary materials from your school have been sent

QUICK REVIEW

Student Workflow

Add College's to *"College's that I am Applying to List"*

↓

Indicate *How* They Are Applying

↓

Request **Transcripts**

↓

Request **Letter's of Recommendation**

HOBSONS
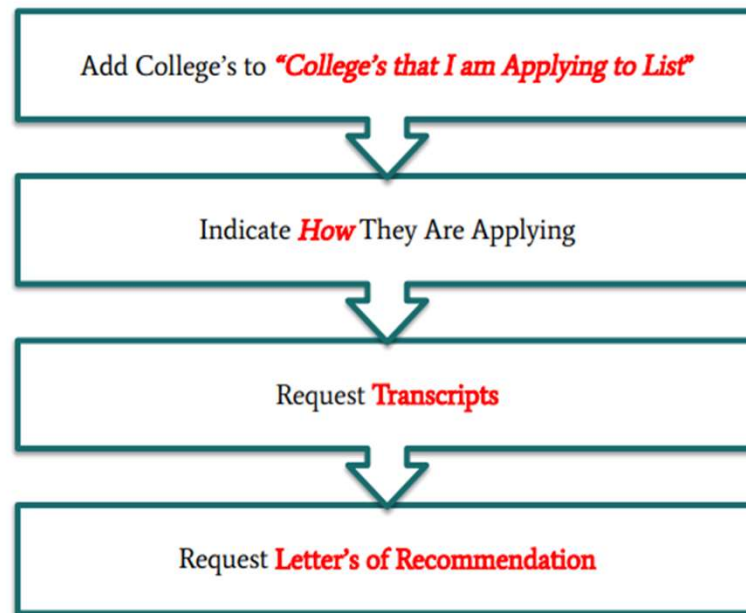
SUMMER TO DO LIST

- Schedule Senior Meeting – if unavailable your counselor will meet with you in the fall

- Prepare and register for SAT/ACT

- Research Schools using Naviance and narrow down your list

- Begin to work on Essay – Common App prompts can be found on their website

- Create accounts after 8/1 – individual schools, Common App/Coalition – keep and organize user names and passwords

- Match your Common App account to your Naviance Student account after 8/1

- Athletes review NCAA eligibility rules
  - http://ncaa.org

COLLEGE APPLICATION TIMELINE

The College Application Timetable

Did you know? Students who visit a highly selective college campus are up to 40% more likely to be accepted to that school.	Spring of Junior Year	Summer before Senior Year	Fall of Senior Year	Winter & Spring of Senior Year & Beyond
Visit College Campuses and Attend College Fairs		ongoing		
Register & Study for SAT	2020 SAT test dates 3/14/2020 – 5/2/2020 – 6/6/2020 – 8/29/2020 – 10/3/2020 – 11/7/2020 – 12/5/2020			
Register & Study for ACT	2020 ACT test dates 4/4/2020 – 6/13/2020 – 7/18/2020 – 9/12/2020 – 10/24/2020 – 12/12/2020			
Finalize College List 3 reach, 3 target, 3 likely		Use Naviance college research tools to identify colleges that are the best match & fit.		
Apply to College		Many colleges begin accepting applications starting on **August 1st.** **Check college admissions websites for specific deadlines**		
Request Recommendations and Transcripts	Beginning **August 1st**, use Naviance to request transcripts and teacher letters of recommendation. **Talk to teacher recommenders _in person_ before submitting your recommendation request in Naviance**			
Complete the FAFSA (Free Application for Federal Student Aid)			Submit FAFSA starting on **October 1st** **check college websites for more info. on financial aid deadlines**	
Apply for Scholarships			Scholarship applications can be due as early as **September** **Check scholarship websites for specific deadlines**	
Commit to a College			Students must commit to a college on or before National Decision Day, **May 1st**	

HOBSONS

WE ARE HERE TO HELP

- Start working in Naviance now to get proficient

- Have a plan and start applying in August

- Reach out to your counselor with any concerns or questions, we will get back to you on one of our summer work days