

NHHS College Application Roadmap



NHHS School Counseling Department



Table of Contents

Important Information for Completing Applications	Page 3
Important Dates	Page 4
College Application Process	Page 5
Deadline Dates to Remember	Page 9

**Important Information for
Completing Applications**

School Address:

North Haven High School
221 Elm Street
North Haven, CT 06473

School Phone Number: 203-239-1641

School Counseling Department Fax Number: 203-234-2094

CEEB/High School Code: 070570

Date of Entry:

The date you started at NHHS (for most it will be Sept 1, 2015)

Graduation Date: June 12, 2019

Class Rank: Available in your child's Naviance account by September 30, 2018.

GPA: Updated in your child's Naviance account by September 30, 2018. Our GPA scale is considered a 4.0 Weighted GPA.

Important Dates for 2018-2019

2018

September 20	Open House
October 3	How to Pay for College Seminar/Financial Aid Night 6:30pm
October 6	SAT at NHHS
October 1	FAFSA opens (fafsa.ed.gov) using 2017 tax information
October 5	Registration Deadline for November 3 SAT
November 1	Typical Early Action/Early Decision Deadline
November 2	Registration Deadline for December 1 SAT
December 10	Last day to request college transcripts for processing prior to December vacation

2019

May 1	Deadline for colleges to receive deposit
May 6-17	AP Exam Administration



College Application Process

STEP 1 – Set Up Common Application Account

Common Application

- Many schools utilize this one site for submitting an application. If a school accepts the common application, it is advised to apply via this method.
- Goto www.commonapp.org and register for an account
- Create a **User Name** and **Password**
- The email associated with your Naviance and Common App account **SHOULD BE THE SAME.**

STEP 2 – Add Colleges to Your Common Application

Common Application

- Click on the “College Search” tab
- Search for the colleges you would like to add
- Check the box next to the college you would like to add
- Click the “Add” button at the bottom
- These colleges can now be found in the My Colleges tab

Step 3 - Complete the Common Application

Common Application

- Click on the “Common App” tab
- Fill in the requested fields
- You will see section categories on the left of the screen (Profile, Family, Education, Testing, etc.). As you complete each component, a green check mark will appear.

Step 4 – Complete the FERPA Waiver

Common Application

Colleges require a copy of your high school transcript. Students must complete the FERPA waiver to begin this process. This is found by adding a college to your Common App Dashboard, after completing the Education section of the Common App. Click on any college in your list. Click ‘Recommenders and FERPA’. Click ‘release authorization’. Complete the form as indicated. We recommend you ‘waive your rights to review recommendations’.

Step 5 – Update Email and Link Common App with Naviance

Naviance

1. Update Email

- Go to <https://connection.naviance.com/family-connection/auth/login/?hsid=northhavenhs>
- Click **About Me** tab
- Click **My Account**
- Click **the Pencil Icon**. Update your email address. Common Application (CA) users should use the same email associated with their accounts.

2. Common App Account Matching Field

- Click on the “Colleges” tab
- Click “Colleges I’m Applying To”
- Click Match Accounts and enter the email you used in creating your Common App account to match the accounts

Step 6 – Add Colleges You Are Applying To

Applying to Colleges - Naviance

- Click the **Colleges** Tab
- Click **Colleges I'm Applying to**
- Click “+” to add colleges to this list
- Select “**Application Type**” to indicate the application deadline you are apply to
- Click **Add and Request Transcript**
- Click **Initial** for transcript type you are requesting

Converting ‘Colleges I’m Thinking About’ to Active Applications - Naviance

- Click on the **Colleges** tab
- Click **Colleges I’m Thinking About**
- Click the **check box(es)** next to the colleges you wish to convert
- Click **Move to Application List**
- Select how you will be applying (i.e. Regular Decision, Early Action, Rolling, etc.) and **click the ‘request’ box**
- Click **Add and Request Transcripts**

Step 7 – Request Teacher Recommendations

Adding Teacher Recommendations – Naviance

Please ask teachers *in person* for recommendations prior to adding them to your Naviance account. You must add them in your Naviance account. Additionally, Naviance and Common App will only send the number of recommendations allowed by the college. Please be mindful of how many teachers you ask. Two or three (max) is appropriate. If your teacher is mailing a recommendation directly to the college please provide them with an addressed and stamped envelope.

- Ask Teacher for recommendation
- Click **Colleges** tab
- Click **Letters of Recommendations**
- Click **Add Requests**
- Select teacher from the drop-down menu
- Select the colleges to which you would like this teacher to send their recommendation
- Click **Submit Requests**
- Repeat for all other teacher requests you have made

Step 8 - Complete Your Resume in Naviance

Naviance

- Click “About Me” tab
- Click **My Stuff**
- Go to Resume
- Click “+” to add categories using the drop-down menu

Step 9 – Send Test Scores

Send SAT Scores: Go online to www.collegeboard.org and make sure you have sent your scores to each college that requires them. It may take three (3) weeks or longer for colleges to receive your scores. Please plan ahead.

Send ACT Scores: Go online to www.actstudent.org and make sure you have sent your scores to each college that requires them.

Step 10 – Submit Transcript Request Form

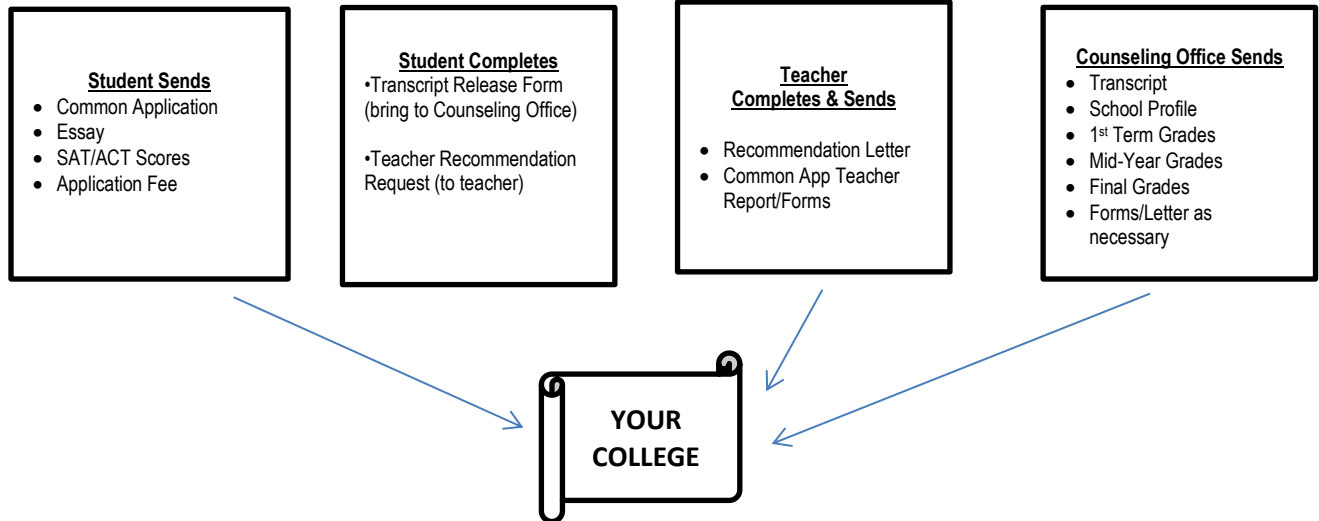
Transcript Request Form:

Complete the NHHS Transcript Request form included in this packet and list the colleges you are applying to. Submit the packet to Mrs. Bimonte-Ferrull in the School Counseling Department. **TEN school days are required** to process transcript requests. A list of deadlines can be found on page 9 of this packet.

NCAA Division I or II Eligibility: Students wishing to play Division I or II athletics must file online with the NCAA Eligibility Center at www.eligibilitycenter.org. SAT scores must be sent directly from the College Board to the Eligibility Center. The NCAA code is: 9999

Please return the following forms to the School Counseling Office:

- Transcript Release Form
- Counselor Recommendation Questionnaire (if appropriate)
- Envelopes and stamps (if appropriate).



Step 11 –Send Application

After you have completed all components of the Common Application and submitted the required documents to Student Services, go into your Common Application account.

- Click the My Colleges tab
- Select a college
- Complete the Review and Submit section
- Repeat for each college
- More information <https://youtu.be/LukbjFJaSew>

College Representatives Visits

North Haven High School students are provided opportunities to meet with college admissions representatives at various dates and times in the Career Resource Center (located in the School Counseling Department). In the early fall, watch for postings in Naviance under the 'Colleges' tab for dates and colleges who will be visiting. This is a wonderful opportunity to learn more about and demonstrate interest in a college. Register to visit with a representative in your Naviance account.

College Application/Process Assistance

A school counselor will be available each day (in October and November) during block 2, in the Career Resource Center to provide additional support with the application process and problem-solve any difficulties you are having. Sign up in the School Counseling Department. You may also make an appointment with your counselor.

College Application Fee Waivers

Students who utilized a College Board fee waiver when taking the SAT will receive four (4) application fee waivers directly from the College Board. Some colleges may accept a different fee waiver request. Please see your counselor if you feel application fees may prohibit you from applying to college.

Financial Aid

Our Financial Aid/Funding College presentation will be on Wednesday, October 3, 2018 at 6:30pm at NHHS. Mr. Charles Wareham of Valark Financial Services will review all aspects of the financial aid process. Please go to fafsa.ed.gov for information about the Free Application for Federal Student Aid (FAFSA). The CSS Profile, an additional form that is required by *some* colleges, will be available online October 1. Keep an eye on financial aid deadlines set by each college.

Scholarships

During the school year the School Counseling Department receives information on many of scholarships available to students. A list is maintained in Naviance as well as in hard copy in the office.



DEADLINE DATES TO REMEMBER

College and scholarships adhere to deadline dates. Students risk being left out of consideration for admission or scholarships when they fail to get necessary materials in on time. NHHS requires a **10 SCHOOL DAY** timeframe to process transcript requests. In order to assist you in your planning, below is a guideline for request submissions.

*College or Scholarship Deadline:	Your request must be in to the SCHOOL COUNSELING DEPARTMENT by:
October 12, 2018	September 26, 2018
November 1, 2018	October 17, 2018
November 16, 2018	October 31, 2018
December 1, 2018	November 14, 2018
December 15, 2018	November 30, 2018
**January 1, 2019	December 7, 2018
**January 15, 2019	December 21, 2018
February 1, 2019	January 16, 2019
February 15, 2019	January 31, 2019

* If you have a college with ROLLING admission, please submit your **Transcript Release Form** to Mrs. Bimonte-Ferrull as soon as possible. This admission type allows schools to make decisions as soon as they have all of your materials. Apply ASAP!

****January deadlines** for submission of transcript requests to the School Counseling Department are early due to the December vacation. Please plan ahead!



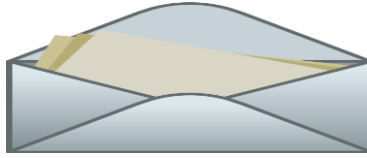
9. How would someone who knows you well describe you? Do you agree?

10. What are your future career plans? (if unsure please list a few activities or interests that you have-I like to paint, I like to write, I like to shop, etc).

11. What would you most like the college admissions committee to know about you?

**PLEASE RETURN THIS FORM PROMPTLY
WITH THE TRANSCRIPT RELEASE FORM!**

ONLY FOR COLLEGES THAT ARE NOT
NAVIANCE/COMMON APP



FOR COLLEGES WHO DO NOT PARTICIPATE IN COMMON APP/DIGITAL APPLICATIONS

Bring in envelopes and stamps for **ONLY** these schools. Each set should include:

- 1- 8x11 envelope
- 3- business size envelopes
- 6- stamps (unattached)

All envelopes must be addressed to the college with the return address:

North Haven High School
221 Elm Street
North Haven, CT 06473
(your full name)