

# **COLLEGE APPLICATION PROCESS**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Application	Website	Username	Password
Naviance	<a href="http://connection.naviance.com/rockyhill">http://connection.naviance.com/rockyhill</a>		
Common App	<a href="http://www.commonapp.org">http://www.commonapp.org</a>		
College Board	<a href="http://www.collegeboard.org/">http://www.collegeboard.org/</a>		

## **OVERALL PROCESS**

- 1) **SELECT COLLEGE:** Narrow down colleges by researching, visiting and contacting the college directly.
- 2) **COLLEGE VISITS TO RHHS:** Representatives from over 60 colleges visit RHHS, which is a great opportunity for students to meet with college representatives individually. College visits are posted on Naviance and in homeroom announcements, so please make sure you get a pass from Ms. Kovanda prior to the college visit.
- 3) **COMPLETE APPLICATION:**
  - a. COMMON APP: Create a Common App account for colleges using the Common App (instructions under COMMON APP).
  - b. ONLINE APPLICATION: If colleges are not on the common app, applications can usually be found online under the college website and Admissions.
- 4) **RESUME:**
  - a. Create a resume (use brag sheets/accomplishments sheets found in Guidance for a list of your activities).
  - b. Upload resume to Naviance by going to **My Planner > Tasks Assigned to Me > Complete a Resume > Upload a Document** (browse and add a description, then click **Upload File**).
- 5) **REQUEST LETTERS OF RECOMMENDATION:**
  - a. Determine how many letters of recommendation are required by each college. If applying with the Common App, a Counselor recommendation is required, so provide resume to counselor.
  - b. When asking teachers to write letters of recommendation, please give ample time. How to request letters:
    - i. Ask your teacher in person by providing the green *Teacher Recommendation Form* with your resume; AND
    - ii. Go to Naviance to request letters of recommendation (generates email to teacher to upload letter). See instructions under NAVIANCE.
- 6) **ESSAYS:**
  - a. Research questions; you may be able to use same essay. It's recommended to submit essays, even if optional.
  - b. Have other people proofread for grammar and content.
  - c. NOTE: If using the Common App, do NOT upload your essay until you are sure it is the final version!!!
- 7) **APPLICATION DEADLINES:** **Request for Transcript** must be submitted to Guidance at least two weeks prior to deadline. Do not wait!!! Forms are in Guidance and instructions are under NAVIANCE section. Transcripts can be sent before students submit their applications, as long as you are sure you are applying to the college.
- 8) **TEST SCORES:** Students are responsible for sending official SAT or ACT scores from College Board to the colleges. Students can request up to four free score reports when registering for the SAT; otherwise, there is a fee for each score report sent to each college.
- 9) **GRADES:** If you applied prior to first quarter report cards being printed and your college requires first quarter grades, complete the **Request for Quarter 1 Grades** form (found in Guidance). First semester /mid-year transcripts are automatically sent to all common app colleges to which you've applied.

## **COMMON APP**

- 1) Create an account in the Common App (<http://www.commonapp.org>). NOTE: You can save and return to the Common App any time before submitting applications.
- 2) Go to the **Common App** tab and complete information for each section.
- 3) Add schools by going to the **College Search** tab. Once you add the college, it will appear in the **My Colleges** tab.
- 4) To match the Common App to Naviance, you **MUST** complete the FERPA authorization. To do so, select at least one college (under **My Colleges** tab), click **Recommenders and FERPA**, then click **“release authorization.”** Read descriptions and answer accordingly. The FERPA authorization will apply to **ALL** schools. *NOTE: You cannot request letters of recommendation through Naviance until you have completed this step.*
- 5) Click on each college link to complete any additional questions specific to that college.
- 6) If you are requesting RHHS teachers or counselors to write a letter of recommendation, you will request those letters through Naviance (see instructions under NAVIANCE).
- 7) If you are requesting letters from an outside recommender (Principal, employer, coach, etc.), you will need to go to Common App to invite that person. To do so:
  - a. Go to **My Colleges** tab, and select each college individually.
  - b. Click **"Recommenders and FERPA"**
  - c. Click **"Invite Recommenders"** then click *Invite and Manage Recommenders* to add the recommender's information (name, title, relationship, email address, etc.), then click **“send invite.”**
  - d. Under the Other Recommender section, assign the recommender to each specific school, which generates an email to the outside recommender with instructions on how to upload the letter.
  - e. NOTE: Students have to do this for each college they want the outside recommender's letter for. Outside recommenders don't count toward the number of teacher recommendations required.
- 8) You can submit the Common App individually to each college as you have completed the requirements.

## **COMMON APP FREQUENTLY ASKED QUESTIONS**

- Rocky Hill High School Code = **070648**.
- RHHS ranks students using an **exact** rank and a **weighted** rank. Your class rank and GPA are found on your transcript.
- GPA is weighted and the GPA scale is out of **4.0**.
- Graduating size of the class of 2017 is **181**. (Please note this may be different than what's listed on your transcript, as not all students are ranked at RHHS based on school policy for transfer students.)
- For those who entered RHHS as a freshman, and are a part of the class of 2017, the date of entry is **08/23/2013** and the expected day of graduation is **6/15/17**.

<b>Counselor Assignment</b>	<b>Email</b>	<b>Title</b>	<b>Phone / Fax</b>
A-C Mrs. Sarah Notarangelo D-K: Mrs. Amy Carbutti A, L-Rf: Mrs. Heidi Bikowski Rg-Z: Mrs. Jennifer Russell	<a href="mailto:notarangelos@rockyhillps.com">notarangelos@rockyhillps.com</a> <a href="mailto:carbuttia@rockyhillps.com">carbuttia@rockyhillps.com</a> <a href="mailto:bikowskih@rockyhillps.com">bikowskih@rockyhillps.com</a> <a href="mailto:russellj@rockyhillps.com">russellj@rockyhillps.com</a>	School Counselor	Phone: 860-258-7724 Fax: 860-258-7735

### **Self-reporting SAT/ACT scores**

- Students can self-report test scores on a school-by-school basis. After submitting to one school, go into the test section of the application and 'edit' what you want the next school to see. You can edit the application as many times as you wish before submitting it to each.

**If a student took a college course (UConn/ECE) junior year and is currently taking one senior year, can they future-date when the class will end?**

- The applicant can put the future date to indicate that they have and will still be taking college credit courses until the specified date.

**Can a student upload a resume to Common App?**

- An applicant can only upload a resume if the institution specifically asks for a resume in the college specific writing supplement section. Not all institutions will ask for a resume.

**Students attending two schools (GHAMAS/GHAA)**

- Students can add additional schools under “other schools”. Traditionally in Common App, “other” referred to a school they transferred from, not one in which the student attends through graduation. The student will have to select the date they feel is most appropriate, and then provide more details in the Additional Information section of their application.

## **NAVIANCE**

<http://connection.naviance.com/rockyhill>

You will use Naviance to request teacher recommendations, to match your Common App account and to request transcripts.

### **RHHS Teacher Recommendations:**

**NOTE:** *If using the Common App, you can only request letters once you've completed the FERPA authorization (see COMMON APP Steps 1-4). If not using Common App, you can add colleges in Naviance under Letters of Recommendation.*

- Go to Naviance > **Colleges** > **Letters of Recommendation**.
- Click Add Request.
- Select the teacher from the dropdown box, and select the schools you want that teacher's letter to go to. NOTE: There are limits on how many letters can be sent to each school.
- Add an optional note for the teacher.
- Click **Save**.

### **Match Common App in Naviance**

Match the Common App to Naviance once the FERPA authorization is complete (see instructions under COMMON APP).

- Go to Naviance > **Colleges** > **Colleges I'm Applying To**.
- Instructions on how to match your Common App account are in the blue box – enter the email address you used to create your Common App account. Note: If you have not completed the FERPA authorization in the Common App, you will not be able to match your account. Please go back to Common App to complete FERPA information before matching your accounts between the Common App and Naviance (instruction under the COMMON APP).

### **Request Transcript:**

- Go to Naviance > **Colleges** > **Transcripts** (link on left-hand side)
- Click "**Request transcripts for my college applications**" OR if you need a transcript for a scholarship, select "**Request transcript for scholarship or athletics**"
- To add schools to list, click **Lookup** and add the college. Click **Request Transcript** at bottom of the page. Otherwise, check box next to each school and **Request Transcript**.
- Complete goldenrod **Request for Transcript** form and return to Guidance at least two weeks prior to deadline.
- Guidance will NOT send anything until the **Request for Transcript** form has been received. On the **Request for Transcript** form, note which letters are to be sent to each college – make sure you know the minimum and maximum number of letters to be sent to each college.

## **MISCELLANEOUS INFORMATION**

### **NCAA (if applicable)**

- Make sure you register online at NCAA website ([www.eligibilitycenter.org](http://www.eligibilitycenter.org))
- After registering, complete and return *Request for Transcript* to guidance to send official transcript.

### **FINANCIAL AID**

- FAFSA information is online at <http://www.fafsa.ed.gov/>. Earliest submission is January 1<sup>st</sup>.
- CSS Profile may be required for some schools (go to <https://profileonline.collegeboard.org/prf/index.jsp>)
- Scholarships are listed in Naviance (**Colleges** > **Scholarship List**). Paper copies may be found in Guidance, if applicable.

### **RESOURCES AVAILABLE IN GUIDANCE**

- Financial Aid Presentation on Tuesday, October 18, 2016 at 6:30 p.m.
- *Request for Transcript* form
- Confirm credits for graduation.

## **CHECKLIST**

### **STUDENT RESPONSIBILITIES:**

- Create resume.
- Know college application deadlines.
- Ask teachers for recommendations in person and via *Teacher Recommendation form* and Naviance. NOTE: Do NOT wait until the last minute to ask teachers to write letters – they need plenty of time. Letters and the Request for Transcript should be completed at least two weeks before application deadline, so plan accordingly.
- If you need a counselor recommendation, ask your counselor in advance to write a letter (Common App requires a letter from your counselor).
- Create Common App account, if college is part of Common App.
- Complete FERPA waiver (applicable to the Common App)
- Submit application, including essay and fee.
- Request transcript through Naviance and **Request for Transcript** goldenrod form within posted deadlines.
- Request SAT/ACT scores to be sent for each school. Requests are made directly through websites (SAT = [www.collegeboard.org](http://www.collegeboard.org) / ACT = [www.actstudent.org](http://www.actstudent.org))
- Complete **Request for Quarter 1 Grades** form if first quarter grades are required after submitting application.
- Search Scholarships in Naviance (**Colleges > Scholarship List**)
- Complete FAFSA – earliest submission is October 1<sup>st</sup>.
- Check with college financial aid offices to see what other financial aid documents must be completed (i.e., CSS Profile)

### **COUNSELOR RESPONSIBILITIES:**

- Help with college searches and the application process.
- When asked, counselor will write letter of recommendation.
- Counselor completes applicable School Reports.
- Once **Request for Transcript** form is received, Guidance will send official transcript, teacher and counselor letters, Secondary School Report and School Profile.
- Once **Request for Quarter 1 Grades** form is received, Guidance will send out 1<sup>st</sup> quarter grades.
- Guidance will send mid-year reports with first semester grades to all schools.
- Guidance will send final transcript based on completion of Senior Survey in May.
- Post available Scholarships in Naviance.