COLLEGE APPLICATION PROCESS

Student Name: _____ Date: _____

Application	Website	Username	Password
Naviance	http://connection.naviance.com/rockyhill		
Common App	http://www.commonapp.org		
College Board	http://www.collegeboard.org/		

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**.

Counselor Assignment	Email	Title	Phone / Fax
A-C Mrs. Sarah Notarangelo D-K: Mrs. Amy Carbutti A, L-Rf: Mrs. Heidi Bikowski Rg-Z: Mrs. Jennifer Russell	notarangelos@rockyhillps.com carbuttia@rockyhillps.com bikowskih@rockyhillps.com russellj@rockyhillps.com	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.

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).

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.**

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)
- 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 October 1st.
- 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 / ACT = 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 1st.

○ 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 1st 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.

Rocky Hill Student
156 Chapin Avenue
Rocky Hill, CT 06067
860-258-1234
Email: student@yahoo.com

Academic Activities and Honors

National Honor Society	11, 12
Young Educator's Society	11, 12
Chorus	9, 10, 11, 12
National Competition – Maryland	10
Alto Section Leader	11
Peer Counselor	10, 11, 12
Most Improved History Student	9
Harvard Book Award	11
Hugh O'Brian Leadership Program	10
Skidmore Summer College Writing Program	11
Honor Roll	9, 10, 11

Athletic Activities and Honors

Tennis	9, 10, 11, 12
Junior Varsity	9
Varsity	10, 11, 12
Captain	12
Shoreline Championship	11
Coach's Award	11

Community Activities and Honors:

Walk for Hunger	10, 11
Church Fair – Children's Booth	10, 11
Developed Environmental Film for Westbrook Zone Control	10
Lend-a-Paw	10

Work Experience:

Sales Associate: Talbots, Essex, CT. 15 hours/week. June 2009 through present
Bus Person: Water's Edge, Westbrook, CT. 40 hours/week. June 2010 (summer)

Special Interests or Talents:

Singing, Guitar and Reading

2016 – 2017 SAT and ACT Dates
Rocky Hill High School (CEEB) Code: 070648

Register at www.collegeboard.org

2016-17 Test Dates	Regular Deadline	Online Late Registration Deadline
October 1, 2016	September 1, 2016	September 20, 2016
November 5, 2016	October 7, 2016	October 25, 2016
December 3, 2016	November 3, 2016	November 22, 2016
January 21, 2017	December 21, 2016	January 10, 2017
March 11, 2017*	February 10, 2017	February 28, 2017
May 6, 2017	April 7, 2017	April 25, 2017
June 3, 2017	May 9, 2017	May 24, 2017

* Subject tests are not offered during March SAT administration date.

SAT w/Essay: $57   **SAT: $45**
Other Fees: +$28 Late Registration   +$46 Waitlist Fee (charged only if admitted test day)
Subject Tests: $26 basic registration fee / + $20 per test / + $26 for each language test w/listening

ACT TEST DATES
Register at www.actstudent.org

Test Date	Registration Deadline	(Late Fee Required)
September 10, 2016	August 7, 2016	August 19, 2016
October 22, 2016	September 16, 2016	September 30, 2016
December 10, 2016	November 4, 2016	November 18, 2016
February 11, 2017	January 13, 2017	January 20, 2017
April 8, 2017	March 3, 2017	March 17, 2017
June 10, 2017	May 5, 2017	May 19, 2017

$42.50 ACT No Writing $58.50 ACT Plus Writing $27.50 Late Fee $51 Standby Fee

FINANCIAL AID RESOURCES

FAFSA AND CSS PROFILE

Colleges and scholarship committees require the Free Application for Federal Student Aid (FAFSA) which will open as of October 1, 2016 for the 2017-2018 school-year. All senior parents are encouraged to complete the form. Most colleges require the information contained in this form for loans, grants and scholarships. The forms are available online at www.fafsa.ed.gov ** *Please be certain you are using the government's **free** website (www.fafsa.ed.gov). Some other websites will ask for a credit card number to guide you through filling out the FAFSA.* For help completing the FAFSA and answers to most questions, go to www.studentaid.ed.gov/completefafsa.

In addition to the FAFSA, some private colleges require the **CSS/Financial Aid Profile**, which has a fee associated with it. The CSS Profile is available online at https://profileonline.collegeboard.com/index.jsp.

Be sure to check with each college to find out which forms are required and the deadline dates. The federal aid hot-line (1-800-4-FED-AID) may be able to answer questions for you.

COLLEGE GOAL SUNDAY

At College Goal Sunday, students and parents can talk to experts and get in-depth help filling out the Free Application for Federal Student Aid (FAFSA). In addition to receiving assistance in filling out the FAFSA, participants will receive general information regarding state and federal financial aid programs. For more information including locations, go to http://www.collegegoalsundayct.org/. Scheduled dates include 10/16/16, 10/22/16, 10/23/16, 10/29/16.

ADDITIONAL FINANCIAL AID WEB SITES

- **College Board** - Paying for College (www.collegeboard.org)
- **College Scholarships.org** (http://collegescholarships.org)
- **CT Higher Education Supplemental Loan Authority** – (www.chesla.org)
- **FAFSA** – Free Application for Federal Student Aid. The FAFSA hotline is 1-800-433-3243. (www.fafsa.ed.gov)
- **FastWeb** - Assistance on scholarship searches, choosing a college, paying for college and finding jobs and internships (www.fastweb.com)
- **Hartford Foundation – College Scholarships for the Greater Hartford Area** – (www. http://hfpgscholarships.org/).
- **Sallie Mae** - Information on the college process (www.wiredscholar.com)
- **School Soup** - Free scholarship search (www.schoolsoup.com)
- **The SmartStudent Guide to Financial Aid** (www.finaid.org)
- **State of CT Department of Higher Education** (http://www.ctohe.org/sfa/)
- **Student Aid on the Web** - Free information from the US Department of Education on preparing for and funding education beyond high school (www.studentaid.ed.gov)
- **Student Loan Network EdVisors** (http://www.studentloannetwork.com/financial-aid-101/costs.php)
- **NEBHE's New England Regional Student Program (RSP) aka Tuition Break**. If an intended program of study is not offered by the University of Connecticut, Connecticut State University campuses or the Connecticut community colleges, the RSP provides a tuition break to Connecticut residents, who are enrolled in approved degree programs at public colleges and universities in the five other New England states.   http://www.nebhe.org/programs-overview/rsp-tuition-break/overview/
- Rocky Hill High School Guidance website. Guidance at http://rockyhillhigh.ct.rdh.schoolinsites.com/?PageName=Guidance&Page=%27DocumentsCategory%27&CategoryID=126850&iSection=Guidance&CorrespondingID=

SCHOLARSHIPS

Scholarship information will be advertised in Naviance (http://connection.naviance.com/rockyhill). Click on the **Colleges** tab, then select **Scholarship List**. Copies of applications not available online are in the filing cabinets in Guidance; however a majority of scholarship applications are online. By the middle of March, a number of local scholarships will become available to Rocky Hill High School seniors.

FINANCIAL AID PLANNING NIGHT: **Tuesday, October 18, 2016** at 6:30 PM in the Auditorium. A financial expert from the University of Hartford will be presenting.

ADMISSIONS TERMINOLOGY

Advanced Placement Tests (AP): An assessment given to high school students, usually at the end of junior or senior year, after they have completed specific Advanced Placement classes. Many colleges give advanced standing and/or credit if a certain designated score is received on these tests.

American College Testing Program (ACT): A standardized test which measures aptitude and skill in English, social studies, math, and science (includes an optional writing section). Some students who perform poorly on the SAT may do better on the ACT and vice versa. All colleges and universities in the United States accept the ACT. More information can be found at http://actstudent.org.

Associate Degree: A degree granted by a college or university for a program that requires two years of full-time study.

Bachelor's Degree: A degree granted by a college or university for a program that requires four years of full-time study.

Common Application: Students can complete one application online which can be submitted online to participating members (colleges/universities). More information can be found at http://commonapp.org

Common Reply Date: At most colleges, May 1st is the date by which accepted applicants must indicate their intention to enroll. By use of the common reply date, students may evaluate all notices of admission and financial aid awards before deciding on any one college.

Cooperative Education (Co-Op) Program: A program integrating classroom study and work experience and offering credit and salary.

Deferred: If you applied to a school Early Action and were not accepted during that round, you can either be denied admission or you can be deferred (placed into) the regular admissions pool for consideration.

Early Action: An admission option in some colleges/universities that allows a student to apply early and be notified of acceptance early, but they are NOT obligated to attend.

Early Decision: An admission option in some colleges/universities where students can apply early and if accepted they ARE obligated to attend. This is a binding decision.

SAT Test: Students should plan on taking the SAT at least once in junior year and once in senior year. More information can be found at http://www.collegeboard.org/.

SAT Subject Test: One hour standardized tests offered in subjects such as English, world language, science, history and mathematics. These tests measure a student's knowledge of particular subject areas. It is recommended to take the SAT Subject test right after completion of the class with the similar subject.

Test Optional: Some schools do not require standardized testing scores as part of their application process.

Wait-List: A list of students who were not admitted to the college/university on the first round, but may be selected during a second round if there are extra spots available.

** COLLEGE APPLICATION ORGANIZER **

COLLEGE NAME					
Deadline					
Resume completed					
Recommendation letters requested (Form /Naviance)					
Essay finished					
Supplements complete					
SAT scores sent					
SAT Subject Test scores sent					
ACT scores sent					
Application completed					
Request transcript (Form / Naviance)					
FAFSA complete					
CSS Profile complete					
Scholarship search					
College financial aid forms complete (if applicable)					
Thank you notes to teachers who wrote letters					