

School Counseling Department

College Application Process for Parents

A-C: Mrs. Notarangelo

D-K: Mrs. Carbutti (Department Supervisor)

L-Rf: Mrs. Bikowski

Rg-Z: Mrs. Russell

Counselors met with seniors last week to provide handouts and information on the college application process.

GUIDANCE WEBSITE: www.rockyhillps.com (click Guidance on the left-hand side)

College Search

Naviance (<http://connection.naviance.com/rockyhill>)

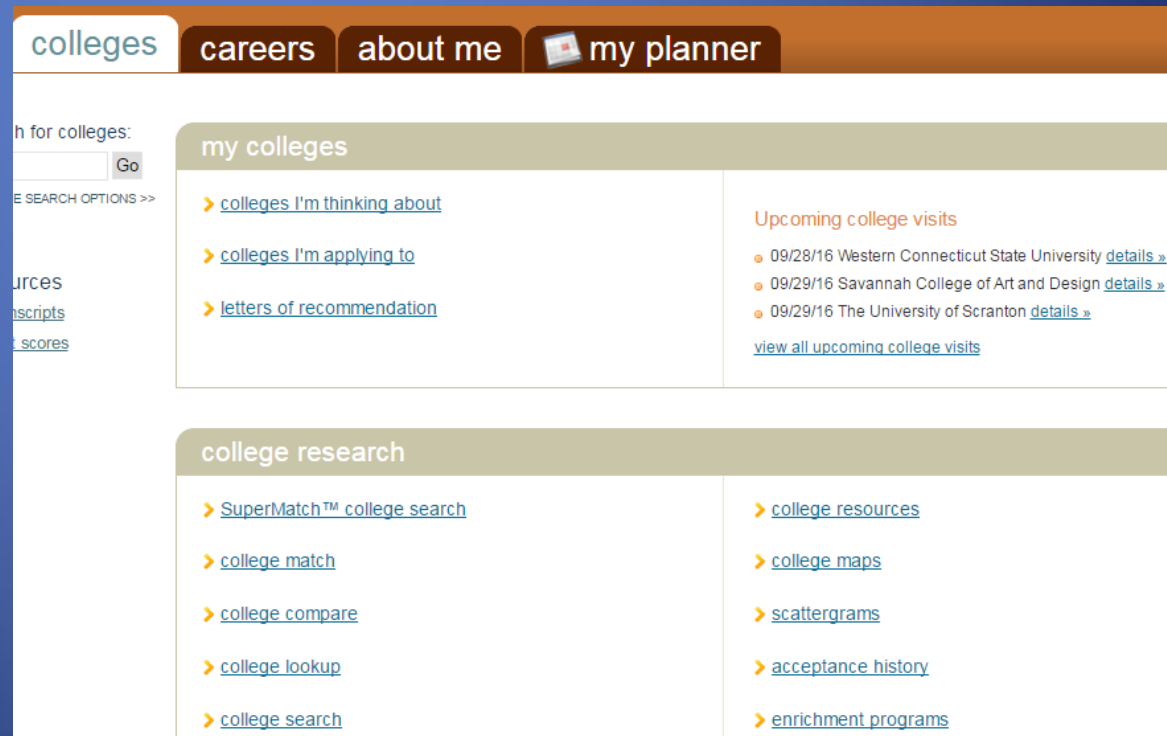
- Access and instructions provided during junior year
- Data on RHHS graduates' acceptances to colleges
- Research and visit campuses

College Board

- Offers college search

Apply to :

- Safety
- Target
- Reach



The screenshot displays the Naviance website interface. At the top, there is a navigation bar with tabs for 'colleges', 'careers', 'about me', and 'my planner'. Below this, a search bar is visible with the text 'Search for colleges:' and a 'Go' button. To the left of the search bar, there are links for 'SEARCH OPTIONS >>', 'SOURCES', 'transcripts', and 'scores'. The main content area is divided into two sections: 'my colleges' and 'college research'. The 'my colleges' section includes links for 'colleges I'm thinking about', 'colleges I'm applying to', and 'letters of recommendation'. It also features a section for 'Upcoming college visits' with dates and university names: '09/28/16 Western Connecticut State University details >', '09/29/16 Savannah College of Art and Design details >', and '09/29/16 The University of Scranton details >', along with a link to 'view all upcoming college visits'. The 'college research' section includes links for 'SuperMatch™ college search', 'college match', 'college compare', 'college lookup', 'college search', 'college resources', 'college maps', 'scattergrams', 'acceptance history', and 'enrichment programs'.

Sample Resume

- Create resume (use Accomplishment sheets if needed)
- Upload resume to Naviance (*My Planner > Tasks Assigned to Me > Complete Resume > Upload Resume*)

SAMPLE RESUME

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

+ Academic Activities and Honors

National Honors Society	11, 12
Spanish International Honors Society	11, 12
Chorus	9, 10, 11, 12
National Competition – Maryland	10
Alto Section Leader	11
Social Studies Student of the Month Award	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
Coach's Award	11

Community Activities and Honors:

Walk for Hunger	10, 11
Developed Environmental Film for Westbrook Zone Control	10
Lend-a-Paw	10

Work Experience:

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

Requesting Letters of Recommendation

Teacher Recommendation Form

Rocky Hill High School
School Code: 070648

Student Name: _____ Year of Graduation: _____

Teacher: _____ Date: _____

List the schools to which you are applying. Indicate if you are applying using the Common App, online (not Common App) or if you are mailing the application. If schools do NOT accept letters online, your teacher will give Guidance a copy of the signed letter.

School	Date required*	Common App	Online	Hard copy

* Date required is the Guidance deadline. Remember that Guidance needs a two week notice.

<u>College Deadline</u>	<u>Guidance Deadline*</u>
OCTOBER 15	OCTOBER 1
NOVEMBER 1	OCTOBER 18
NOVEMBER 15	NOVEMBER 1
DECEMBER 1	NOVEMBER 18
DECEMBER 15	DECEMBER 2
JANUARY 1	DECEMBER 9
JANUARY 15	DECEMBER 2
FEBRUARY 1	JANUARY 17

What subject area are you most likely to major in? _____

Is there any specific event or information that you would like to have included in the letter of recommendation?

Please list three (3) school activities/events that you found to be most significant:

Please list any employment or other activities that you feel are significant:

What are your strongest characteristics?

Additional steps for the student:

- Provide resume to teacher.
- In addition to completing this form, you must login to Naviance to request letter from teacher.
 - Go to **Colleges > Colleges I'm Applying To**
 - Under *Teacher Recommendations*, click on **add/cancel requests**
 - Select the teacher's name, and add a comment if you'd like, then click **Update Requests**

Ask teachers to write letters of recommendation (typically one counselor and two teachers):

- Ask in person
- Provide green Teacher Recommendation form with resume
- Request letters in Naviance (*Colleges > Letters of Recommendation*)

Applications

- Know college application deadlines
 - Plan accordingly
 - Guidance needs requests for transcript at least 2 weeks before deadline.
- Complete college application
 - Common App (commonapp.org)
 - Online application
 - Hard Copy
- Once application is complete and submitted, request a transcript (goldenrod *Request for Transcript* form and through Naviance).

Common App

- Information can be found in handouts provided (www.commonapp.org)
- Essay
 - Review essay prompts in Common App
- Add colleges to *My Colleges* tab
- Complete questions and supplements for each college
- Complete *Recommenders and FERPA waiver*
- Submit application and fee for each college individually

NAVIANCE

Website: www.connection.naviance.com/rockyhill

- Request letters from Naviance (*Colleges>Letters of Recommendation*)
- Match Common App to Naviance under *Colleges > Colleges I'm Applying To > Match Common App instructions*.
- Counselors will electronically send transcripts and letters of recommendation (when requested by student)

colleges I'm applying to

Common App Account Matching - Incomplete

In order to match your Family Connection and Common App accounts, you need to do the following:

- **Step 1** - Create a Common App account on [Common App Online](#)
- **Step 2** - Sign the CA FERPA Waiver & Authorization on [Common App Online](#)

Common App Email Address: **Date of Birth:**

Email used for Common App account	06/11/1971	Match
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⚠ **Once you match accounts, your FERPA status can no longer be changed and you cannot unmatch your account.**

Tips to successfully match accounts:

- Make sure you use the **email address** that you chose for your Common App account.
- Make sure the **last name** on your Family Connection profile matches the last name you used to create your Common App account.
- Make sure your **date of birth** on your Family Connection profile matches the date of birth on your Common App account.

[Not Needed](#)

[+ add to this list](#) | [request transcripts](#) | [view detailed status](#) | [compare me](#)

College	Type	Applying via Common App?	Submissions	Expected Difficulty*	Deadline†	Transcript	Office Status	My App.	Results	Actions
+ add colleges to this list										
College that I am attending										
N/A										
Teacher Recommendations										
add/cancel requests										

Standardized Tests

- Students send test scores directly from College Board or ACT to the colleges.

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

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

Financial Aid

- Know the deadlines for Financial Aid
- FAFSA – File starting October 1st (www.fafsa.ed.gov)
- CSS Profile – Private colleges – available earlier (<https://profileonline.collegeboard.com/>)
- Contact College Financial Aid offices for more information
- Scholarships (available in Naviance)
 - College, National, State and Local (typically Feb/March)

** Financial Aid Presentation by expert on Tuesday, October 18 at 6:30 p.m.**

Reminders

Student responsibilities:

- Resume
- Request letters of recommendation
- Complete and submit application
- Request transcript be sent
- Request SAT/ACT scores sent to colleges

Counselor responsibilities:

- Help with college search
- Write letter of recommendation (when asked)
- Once *Request for Transcript* is received, send official transcript, letters, reports and school profile
- Send 1st quarter grades (when requested)
- Automatically send 1st semester grades
- Send final transcript to colleges student attends