

COLLEGE APPLICATION PROCEDURES

FALL, 2014

□ 1. Request information and applications online or by phone from all of the schools that you are interested in or to which you are thinking about applying. Enter those schools into Naviance under “Colleges I’m Thinking About Applying To.” For family members, the guest password is “NSHS.”

□ 2. Make plans for any remaining **college visits**. You DO NOT have to visit the school to apply – you can do that once you’re admitted. Be sure to check with the school about specific dates and times you wish to visit. Most colleges have a fall break when many students leave campus.

□ 3. **Representatives** from more than 95 colleges will be visiting in the College/Career Center this fall. The schedule is available in Naviance.

NEW ATTENDANCE POLICY Students must now have their teacher sign a pass in order to attend these meetings. Passes will be available in the house offices and from counselors. These should be gotten 24 hours ahead of the meeting.

□ 4. The annual **Newton North college fair** will be held on October 6 and October 7. Check in a couple of weeks to see which colleges will be attending on which night.

□ 5. **TESTING:** If you have not completed SAT’s or the ACT, plan to do so. Registration takes place online. Fee waivers may be available – speak to your counselor.

□ 6. Arrange to take the **TOEFL** if English is your second language sooner rather than later as test sites are limited. Speak to an ELL teacher or your counselor if you have questions. You should register at www.toefl.org. Fee reduction waivers are available - speak to your counselor.

□ 7. If you want **interviews**, either on campus or alumni, call the admissions office as soon as possible to make the request. The slots at some schools fill up quickly. However, many schools don’t do either given the volume of applications they receive.

□ 8. Begin to fill out applications online which includes setting up an account on the Common Application (500+ schools) website (www.commonapp.org). In order for documents to be sent through Naviance your name, email address and date of birth MUST MATCH. **NEW THIS YEAR- FERPA WILL NOW BE DONE ON THE COMMON APPLICATION**

□ 9. **SAT/ACT scores must** be sent directly from the College Board and ACT. Newton South does NOT send your scores on the transcript. You can do this at www.collegeboard.org or www.ACT.org or by phone. SAT scores are sent by date (Score Choice) but some schools are requiring that ALL tests be sent. Score Choice also allows you to choose the Subject Tests (by test) that you want sent. CHECK EACH SCHOOL’S POLICY! ACT scores are sent by date. Send scores at least 4 weeks before they are due. Otherwise, there is a fee to rush them.

□ 10. If you wish to send your **AP scores** you can do so by calling (888) 225-5427. The cost is \$15.00 per school (\$25 to rush). Colleges tend to use them for placement rather than admissions.

□ 11. Begin to outline a personal essay. Schools will vary as to what question(s) they ask, but most often it’s about you. You will also be working on these in English class. Remember – this is one of the two places you get to talk about yourself. TALK FROM YOUR HEART!!! The essay questions on the Common Application (www.commonapp.org) are a good place to start.

□ 12. **TEACHER RECOMMENDATIONS:** Read the college application to see how many teacher recommendations it requires (the number can vary from none to two).

- Make an appointment with your counselor to read your teachers’ appraisals. They may help you decide which teachers to ask.

- Once you have filled out the Transcript Release Form (see **other side**) your colleges will be entered into Naviance by the Main Office.
- Politely approach the teacher(s) you plan to ask as much in advance of the colleges' application deadlines as possible (at least 4 weeks). *Be especially aware of this if you are thinking about applying early action/early decision.*
- Ask if the teacher is submitting recommendations online. Typically they do this through Naviance but only to Common Application schools. The instructions are on Naviance.
- Once the office has entered your colleges into Naviance you need to request the teachers on your Naviance page under "Colleges I'm Applying To." This request then shows up on the teacher's Naviance page.
- If the teacher is not submitting them online or if you have schools that are not on the Common App please give each teacher who has agreed to write for you a stamped, addressed envelope for each of the colleges to which you are applying. Teachers send them directly to the colleges – you do not read them.
- **THANK EACH TEACHER!** These recommendations take a tremendous amount of thought and time. A short note is a good way to do this.

☐ **12.** Please make sure you see your guidance counselor with your senior information sheet and parent information sheet. They need both of these in order to write a recommendation.

☐ **13. HOW TO RELEASE TRANSCRIPTS**

- In order for Newton South to have permission to send documents to colleges, go to the Main Office and fill out the form "Request for Sending Copy of Record" which we call the Transcript Release Form. The charge is \$3.00 per college. One copy will go to you and one to the guidance counselor. This is the signal for counselors to start writing the recommendation.
- In order for your counselor to write your recommendation (which you do not read) they must have both your senior information sheet and your parent information sheet.
- Transcripts, the school profile, counselor recommendations, most teacher recommendations, first quarter grades (for EA/ED schools), midyear reports, and final transcripts for Common Application schools will be sent electronically through Naviance. Schools not on the Common App schools will be mailed.
- **Your first release form (you may fill out more than one) MUST be filled out at least 3 weeks before the application deadline.** If not, you run the risk of your materials not being submitted until after the college's deadline. For example, if you have a November 1st deadline you should be aiming to release your transcript by October 10th. The counselors (and teachers) have many recommendations to write so please be considerate. Counselors typically write recommendations in the order they're received.
- If you have a deadline that is a "**Scholarship**" or "**Priority**" deadline please indicate that on the release form so that the information can be entered properly in Naviance.

COMMON APPLICATION AND NAVIANCE ACCOUNT MATCHING

Before transcripts can be electronically sent, students have to set up a Common Application account and link it to their Naviance account.

The steps are as follows:

Step 1: Go to www.commonapp.org.

Step 2: Create an account

- **The first name, last name, date of birth and email addresses MUST match with the Naviance account.**

Step 3: Complete FERPA on Common Application

Step 4: Complete the account matching process on Naviance Family Connection account. It is under "Colleges I'm Applying To."

Please note: Colleges are added to the "colleges I'm applying to" list in Naviance only when you submit a transcript request form to the Records Office. Students cannot add colleges to this list themselves.

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