

The College Application Process and Naviance

HHS Counseling Department

Deciding Where to Apply

- Sign up to meet with College Reps who are visiting HHS

The screenshot shows the Naviance Student interface. The top navigation bar includes 'Home', 'Colleges', 'Careers', 'About Me', 'My Planner', and 'English'. The main content area is titled 'College Visits' and features a search bar. A specific college visit is highlighted for the University of Mary Washington, with details for a counseling office visit on September 24th at 08:45 AM. A 'REGISTER BY' button indicates the deadline is Sunday, September 23rd, 2018, at 08:45 AM. A 'View Details' link is also present.

Appt Date	College	State
9/24/18	University of Mary Washington	VA
9/24/18	Syracuse University	NY
9/24/18	Gannon University	PA
9/25/18	University of Pittsburgh-Pittsburgh Campus	PA
9/25/18	Indiana University of Pennsylvania-Main Campus	PA
9/25/18	Pace University, New York City Campus	NY
9/25/18	Immaculata University	PA
9/25/18	University of South Carolina-Columbia	SC
9/25/18	University of South Carolina-Columbia	SC
9/25/18	Ithaca College	NY
9/25/18	Temple University	PA
9/25/18	Bryn Athyn College of the New Church	PA
9/25/18	Elmira College	NY
9/25/18	Slippery Rock University of Pennsylvania	PA
9/26/18	Cedar Crest College	PA
9/26/18	Millersville University of Pennsylvania	PA
9/26/18	Elon University	NC
9/26/18	American University	DC
9/26/18	Vassar College	NY
9/26/18	Manor College	PA
9/26/18	Connecticut College	CT
9/27/18	James Madison University	VA
9/27/18	Cabrini University	PA
9/27/18	University of Connecticut	CT
9/27/18	The University of Scranton	PA
9/27/18	Stevens Institute of Technology	NJ
9/27/18	West Virginia University	WV
9/27/18	Adelphi University	NY
9/27/18	Wilson College - Chambersburg	PA
9/27/18	Utica College	NY
9/27/18	East Stroudsburg University of Pennsylvania	PA

Deciding Where to Apply

- Naviance & CollegeBoard - gather data about schools, their programs and admission requirements
- Use scattergrams to make sure choices are realistic
- Ensure your list of schools are a good fit, meet your needs, and are affordable for you and your family
- Try to make campus visits and attend open houses



Begin Applying to College

Visit each college's website to determine how to apply and what supplemental materials are needed to complete your application (transcript, teacher rec, counselor rec, courses & grades, etc.)

- Common Application
- Coalition Application
- Application on college website



Methods of Admission

Early Action: an early application process that allows you to apply early to multiple schools. If you are admitted, you are not required to attend. Students will be admitted, denied, or deferred. If your application is deferred, your application will be reconsidered at later time in the admissions cycle. You do not need to reapply or resubmit your application to be considered.

Early Action Single Choice: an early application process where you may apply early to only one school. If you are admitted, you are not required to attend. Students will be admitted, denied, or deferred.

Early Decision: a binding early application process where you may only apply early to one Early Decision school and are committed to attending if you are admitted. Students will be admitted, denied, or deferred.

Regular Decision: a non-binding process by which you may apply to as many schools as you wish. Applications are usually due around January 1st, decisions are released on pre-determined dates, (often in March and April) and you must decide where you are attending by May 1st. Students who applied through an early program and were deferred will usually be considered during regular decision. Students will be admitted, denied, or placed on the waiting list, if that is offered.

Rolling Admissions: an application process where you apply within a broad window of time and receive your admission decision based on when your application is submitted.

If you ultimately decide to attend a college where you have been admitted, you'll need to commit to one school by May 1st during the application year. Some schools may require an enrollment deposit.

Common App FAQ's

These are answers to many frequently asked questions regarding the education section of the Common Application.

This document is located on the main page of the Counseling website.

Common Application Education Section help sheet

CURRENT OR MOST RECENT SECONDARY SCHOOL:

High School Name	Haverford High School
High School Address	200 Mill Road, Havertown, PA 19083
CEEB Code	391705
Graduation Date	6/2019
Counselor's job title	School Counselor

School Counselor	Email Address	Phone Number
Amy Alderfer	aalderfer@haverfordsd.net	610-853-5900 ext. 2577
Cynthia Costanzo	ccostanzo@haverfordsd.net	610-853-5900 ext. 2573
Tricia Dyal	pdyal@haverfordsd.net	610-853-5900 ext. 2574
Katie Jones	kjones@haverfordsd.net	610-853-5900 ext. 2576
Lauren Pellicane	lpellicane@haverfordsd.net	610-853-5900 ext. 2578
Kim Vindler	kvindler@haverfordsd.net	610-853-5900 ext. 2572
Marie Williams	mwilliams@haverfordsd.net	610-853-5900 ext. 2575

GRADES:

Graduating class size (approx.)	448
Class rank reporting	Decile
Decile rank	Your decile rank indicates where your weighted GPA falls among your graduating class. Decile ranks can be found below or in the School Profile on the Counseling website.
Rank weighting	Weighted
Cumulative GPA	Your weighted cumulative GPA can be found on the unofficial transcript that was provided to you in homeroom or in the Profile section of the About Me tab in Naviance.
GPA scale	5
GPA weighting	Weighted

CURRENT OR MOST RECENT YEAR COURSES:

Course scheduling system	Semester
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CLASS of 2019 CUMULATIVE WEIGHTED GPA BY DECILE:

10%	4.757 - 5.131	60%	3.464 - 3.733
20%	4.499 - 4.756	70%	3.156 - 3.463
30%	4.249 - 4.498	80%	2.714 - 3.155
40%	4.011 - 4.248	90%	2.355 - 2.713
50%	3.734 - 4.010	100%	1.034 - 2.354

**I started working on my
college applications...**



What should I do now?

Prepare Supplemental Materials

- Complete Transcript Release Permission Form
- Complete Student Evaluation and Activities Record in Naviance
- Request letters of recommendation
- Send SAT/ACT scores
- Request Transcripts



How to Request Supplemental Materials

Transcript Request Instructions for Post-High School Applications - located in the folder Shared with you on Google Drive, on the Counseling Website, or in the Counseling Office

Transcript Request Instructions

Transcript Request Instructions for Post High School Applications

*****Students should visit each school's website directly or The Common Application and begin their individual applications prior to requesting transcripts. When creating your college application account, please be sure to use a personal email address. School district email should not be used for college applications.***

1. Complete **Transcript Release Permission Form** (found on the HHS Counseling website under "Forms") prior to submitting the first request for a transcript. **Completion of Steps 1-8 will initiate the Official Transcript Request and the 15 school day processing time for your transcripts.**
2. If you need a counselor letter of recommendation or a secondary school report form completed by your counselor, complete Parent Information Sheet, Student Evaluation, and Resume/Activities Record 2018 in Naviance (Click on **About Me** and then **About Me Home**) prior to requesting a transcript. ***(If you have a question about whether you need a transcript, a letter of recommendation, or a secondary school report form, please contact your counselor.)***

Transcript Release Permission Form

Must be completed once by each student prior to requesting transcripts. (Usually Purple) Located in the shared folder in drive, on the Counseling website and in the counseling office

Transcript Release Permission Form

HAVERFORD HIGH SCHOOL TRANSCRIPT RELEASE PERMISSION FORM

The Counseling Office will begin accepting Transcript Requests on the first student day of the school year.

Name: _____ Section: _____ Date of Birth: _____

Completion of the Transcript Release Permission Form acknowledges the following:

1. I give Haverford High School permission to release my academic records (Official Transcript and Senior Year Schedule) upon completion of the:
 - a. Transcript Request Page on Naviance for **Electronic Transcripts**.
 - b. Transcript Request Page on Naviance and the Regular Mail Transcript Request Form for **Paper Transcripts**.
2. I will send my official admission testing scores to each school that I am applying to via www.collegeboard.org (SAT) or www.actstudent.org (ACT).
3. I will follow the Transcript Request Instructions for Post High School Applications and the Methods of Transcript Delivery Instructions.
4. I understand that the 15 school day timeline initiates with the completion of the:
 - a. Transcript Request Page on Naviance for **Electronic Transcripts**.
 - b. Transcript Request Page on Naviance and the Regular Mail Transcript Request Form for **Paper Transcripts**.
5. I understand that if I am requesting a Counselor Letter of Recommendation that I am required to complete the Student Evaluation and Activities Record/Resume on Naviance.
6. I understand that if I am requesting a Counselor Letter of Recommendation that it would be helpful if my parent(s)/guardian(s) completed the Parent Information Sheet on Naviance.
7. I understand that I am waiving my right to read any recommendation submitted on my behalf and further agree not to do so in the future.

Student Signature and Date

Parent/Guardian Signature and Date
Required if student is under 18

Date Received by Counseling Office: _____

Date Entered in Spreadsheet: _____

What do I need to do if I need a counselor letter of recommendation?

- Students must complete Student Evaluation and Activities record prior to requesting a letter. (Found under *About Me Home* in Naviance.)
- Requested when the transcript is requested through the google form.

About Me

CR

Cara Root

Class of 2019

[Account](#) [Resume](#) [Test Scores](#) [Portfolio](#)

My Surveys

Surveys Progress

→ [Activities Record](#)

IN PROGRESS

→ [Student Evaluation](#)

IN PROGRESS

My Assessments

Assessments in Progress

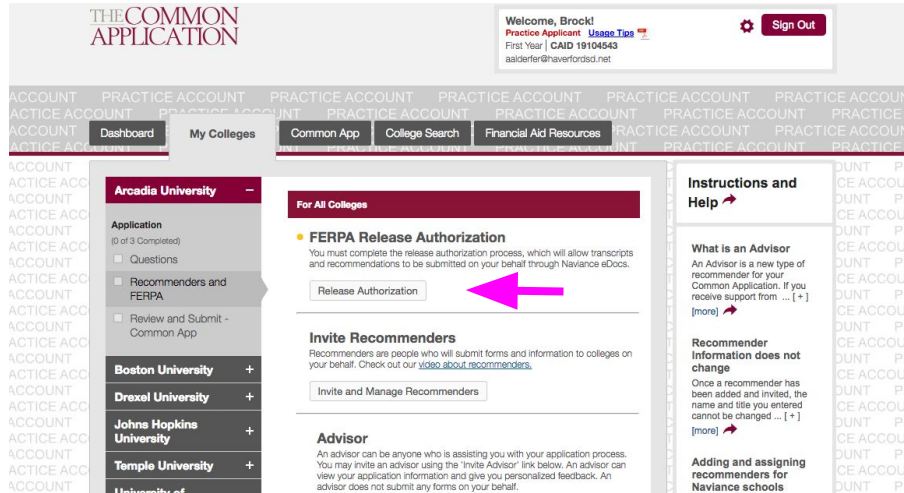
✓ [Career Cluster Finder](#) 100%

Assessments to Take

Common App - FERPA Rights

Why waive your FERPA Rights?

- Waiving your right lets colleges know that you do not intend to read your recommendations, which helps reassure colleges that the letters are candid and truthful.
- Some recommenders may refuse to write a letter for you unless you waive your rights. Check with your counselor or teachers to see if any of them follow such a policy.



The screenshot shows the Common App user interface. At the top, there is a navigation bar with the Common App logo and a user profile for Brockl, a Practice Applicant with ID CAID 19104543. Below the navigation bar, there are several tabs: Dashboard, My Colleges, Common App, College Search, and Financial Aid Resources. The 'Common App' tab is selected. On the left side, there is a sidebar menu with options like 'Arcadia University', 'Boston University', 'Drexel University', 'Johns Hopkins University', and 'Temple University'. The main content area is titled 'For All Colleges' and contains several sections: 'FERPA Release Authorization' (with a pink arrow pointing to a 'Release Authorization' button), 'Invite Recommenders', and 'Advisor'. A 'What is an Advisor' section is also visible on the right side of the main content area.

**** If you are applying using the Common App, you must waive your FERPA Rights prior to matching your Common App to Naviance.**

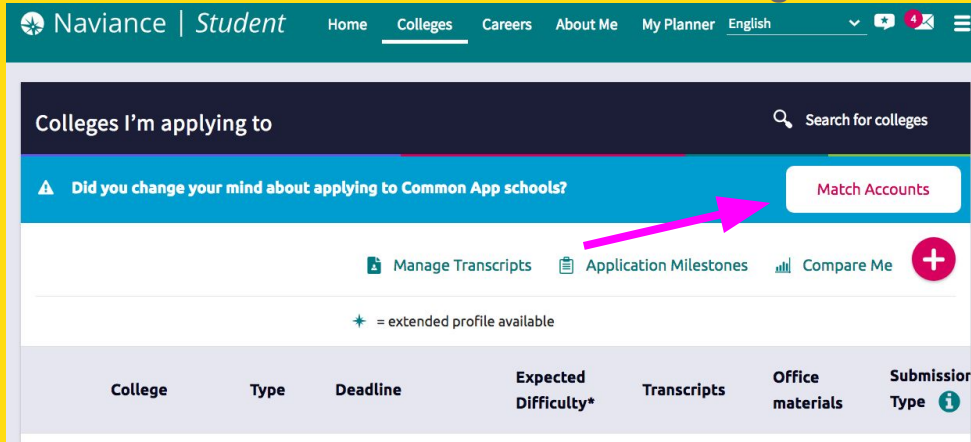
Common App & Letters of Rec

- All letters of recommendation from teachers and counselors should be requested through Naviance and the transcript request process.
- **Do not request any letters from teachers or counselors in Common App**

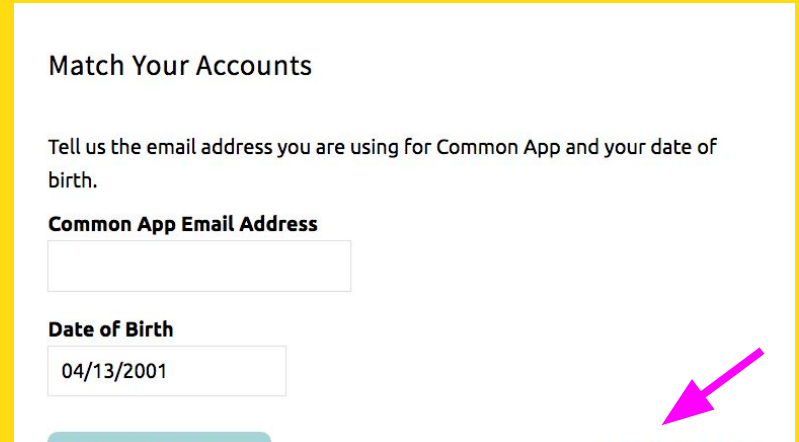


Connect Common App to Naviance

- Once you have completed the Education Section in Common App and waived your FERPA Rights - you must Match your Common App and Naviance accounts to proceed and requests letters/transcripts.
- Once you match your accounts, your college list from Common App will appear in Naviance
- If you are not applying to any school using the Common App, you can click the “I don’t need this” button in the bottom right corner.



The screenshot shows the Naviance Student dashboard. At the top, there is a navigation bar with links for Home, Colleges, Careers, About Me, My Planner, and English. Below this, a dark blue header reads "Colleges I'm applying to" with a search bar. A prominent blue banner contains the text "Did you change your mind about applying to Common App schools?" and a white button labeled "Match Accounts". A pink arrow points to this button. Below the banner are links for "Manage Transcripts", "Application Milestones", and "Compare Me". At the bottom, a table header is visible with columns for College, Type, Deadline, Expected Difficulty*, Transcripts, Office materials, and Submission Type.



The screenshot shows a form titled "Match Your Accounts". It asks the user to provide their Common App email address and date of birth. The "Common App Email Address" field is empty. The "Date of Birth" field contains the text "04/13/2001". A pink arrow points to the Date of Birth field.

Add Colleges into Naviance

- You can also add colleges that you are applying to by clicking on the plus button
- Identify the mode of admission (early decision, early action, rolling, etc)
- Identify how you are applying (common app, direct to institution)

Colleges I'm applying to Search for colleges

Did you change your mind about applying to Common App schools? Match Accounts

Manage Transcripts Application Milestones Compare Me +

* = extended profile available

College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type i
<input type="checkbox"/> Cabrini University	ED	Early Decision	N/A	no request	Pending	
<input type="checkbox"/> Delaware County Community	RD	Regular Decision	March 24	N/A	no request	

Cancel Add New College Application

Which college are you applying to?

Colleges already in your application list would be unavailable for selection.

App type

Regular Decision

I'll submit my application

I've submitted my application

Requesting Teacher Letters of Rec

- Students should request teacher letters AFTER they have made a face-to-face personal request to the teacher and have colleges listed in Naviance
- Make sure to request specific schools where you would like your teachers to send your letters.

The screenshot shows two side-by-side menu panels. The left panel, titled 'Apply to Colleges', contains a header with a graduation cap icon and the text 'COLLEGES I'm applying to'. Below this are four menu items: 'Letters of Recommendation', 'College Events', 'Manage Transcripts', and 'Test scores'. At the bottom of this panel is a 'Show less' button. The right panel, titled 'Scholarships and Money', contains a header with a graduation cap icon and the text 'SCHOLARSHIPS I'm Applying To'. Below this are three menu items: 'Scholarship List', 'Scholarship Match', and 'National Scholarship Search'. At the bottom of this panel is a 'Show less' button.

1. Who would you like to write this recommendation?*

Select A Teacher

2. Select which colleges this request is for:*

- Choose **specific** colleges from your *Colleges I'm Applying To* list
- All current and future colleges I add to my *Colleges I'm Applying To* list

3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:

Text input area for a personal note.

3000 characters remaining

Cancel

Submit Request

* Indicates a required field

Sending Test Scores

- Students must request to have their scores sent officially from CollegeBoard and ACT directly.
- They can take up to 3 weeks to send, so students should plan ahead.

www.collegeboard.org

www.act.org



Complete an Official Transcript Request

- Once all of the previous steps are completed, students can request an official transcript.
- Must complete one for each school

Resources to get ready

 [Document Resources](#)

From My School

LINKS

[College Planning](#)
[CollegeBoard](#)
[The ACT](#)
[Education Planner](#)

PAGES

[Useful Websites](#)
[College Visits](#)
[Transcript Request](#)
[Mid-Year Request](#)

UPDATES

Your school has no new updates.
Check back later.



[View all from my school](#)

Official Transcript Request

* Required

Request for Transcripts

Name *

*Last name, First Name

Your answer

Section *

2019w

Your answer

Counselor Name *

Choose 

Name of school or scholarship you are completing an application for: *

*Only enter one school name.

TEAMWORK MAKES THE DREAM WORK

STUDENT:

- Application/application fee
- Meet with colleges that visit HHS
- Transcript Release Permission Form
- Student Evaluation & Activities Record (If counselor letter required)
- Add Colleges & update Naviance
- Request letters of recommendation
- Send SAT/ACT scores
- Complete Transcript Request

COUNSELOR:

- Write letter of recommendation if needed
 - Submit initial transcript, counselor letter of recommendation, mid-year grades, and final transcript
 - Support student through the process
-

How does everything get there?

Application, essays,
application fee.



Submitted by student

SAT/ACT Scores



Requested by student and
sent directly from testing
agency

Transcript, letters of
recommendation,
mid-year grades, final
transcript



Requested by student and
sent by counselor and
teachers electronically
through Naviance

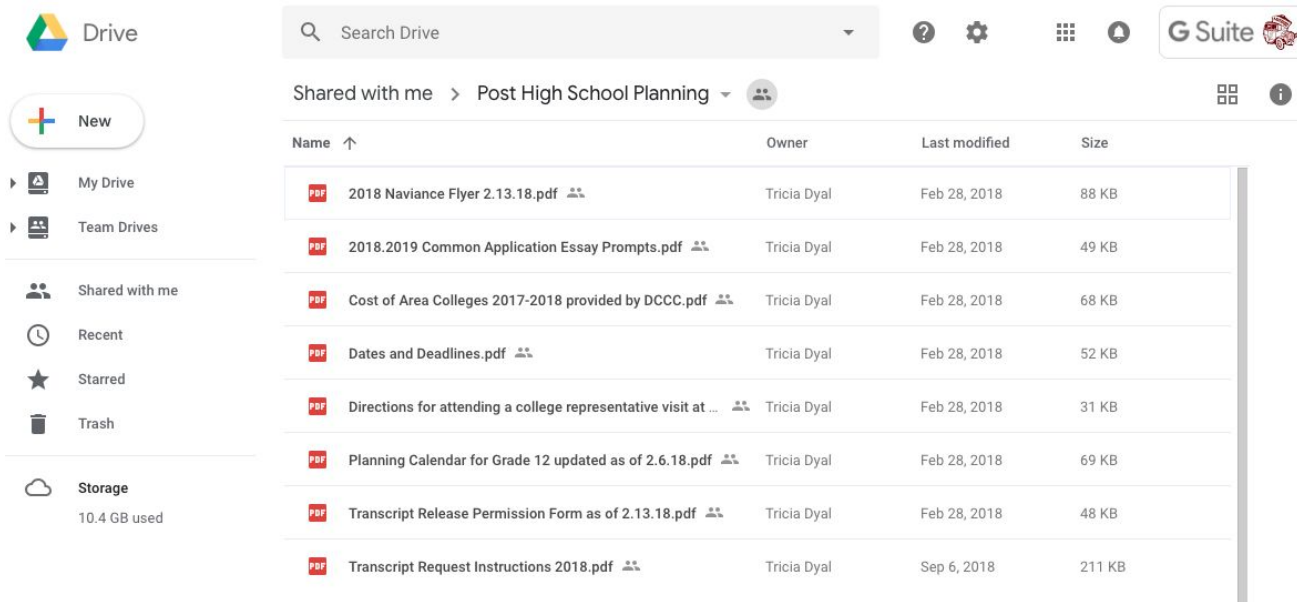
Processing Timeline

There is a 15 school day processing timeline for transcript requests/letters of recommendation.

College Application Deadline	Transcript Request Deadline
October 15, 2018	September 21, 2018
November 1, 2018	October 9, 2018
November 15, 2018	October 22, 2018
December 1, 2018	November 7, 2018
December 15, 2018	November 21, 2018
January 1, 2019	November 30, 2018
January 15, 2019	December 14, 2018
February 1, 2019	January 9, 2019

Shared Folder in Google Drive

The Counseling Dept has shared a folder with all students in Google Drive that provides many tools to aid in the college search and application process.



The screenshot displays the Google Drive interface. On the left is a navigation sidebar with options like 'New', 'My Drive', 'Team Drives', 'Shared with me', 'Recent', 'Starred', 'Trash', and 'Storage' (10.4 GB used). The main area shows a search bar and a breadcrumb path: 'Shared with me > Post High School Planning'. Below this is a table of files:

Name	Owner	Last modified	Size
2018 Naviance Flyer 2.13.18.pdf	Tricia Dyal	Feb 28, 2018	88 KB
2018.2019 Common Application Essay Prompts.pdf	Tricia Dyal	Feb 28, 2018	49 KB
Cost of Area Colleges 2017-2018 provided by DCCC.pdf	Tricia Dyal	Feb 28, 2018	68 KB
Dates and Deadlines.pdf	Tricia Dyal	Feb 28, 2018	52 KB
Directions for attending a college representative visit at ...	Tricia Dyal	Feb 28, 2018	31 KB
Planning Calendar for Grade 12 updated as of 2.6.18.pdf	Tricia Dyal	Feb 28, 2018	69 KB
Transcript Release Permission Form as of 2.13.18.pdf	Tricia Dyal	Feb 28, 2018	48 KB
Transcript Request Instructions 2018.pdf	Tricia Dyal	Sep 6, 2018	211 KB

Financial Aid

- The Free Application for Federal Student Aid (FAFSA) opens on October 1st - visit fafsa.ed.gov to apply
- This is what will determine whether you qualify for \$ from the federal gov't (it will also link you to PHEAA which will determine what \$ you qualify for from the state of PA)
- CSS/Financial Aid Profile - non-federal financial aid
- Each school has a deadline for when these must be completed



Scholarships & Grants

Most \$ a student receives comes from the institution

Available in Naviance

- Scholarship list
- Create a profile with SallieMae Scholarship platform



Opportunities for Help with College Apps

- College App/Common App Pizza Party
- Writing Center - get help with college essays - Wednesdays - 2:30-3:30 Library
- Student can schedule an individual meeting with their counselor (must complete a counselor appointment form)

College App & Common App Pizza Party

- You can also come to the library on September 26th & 27th for help with your College & Common Applications.
- Counselors will be available to answer questions and help you navigate the process.

**HVERFORD CLASS OF 2019
COLLEGE APP AND COMMON
APP PIZZA PARTY**

**HEAD UP TO THE LIBRARY AND WORK TO
COMPLETE COLLEGE AND COMMON
APPLICATIONS DURING YOUR LUNCH ON THE
FOLLOWING DAYS.**

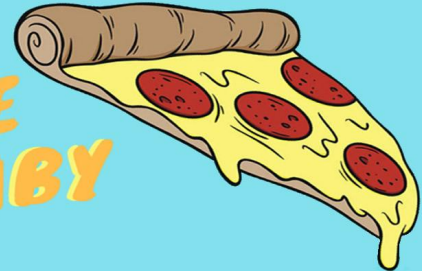
WHEN

**WEDNESDAY, SEPTEMBER 26, 2018
&
THURSDAY, SEPTEMBER 27, 2018**

DURING ALL LUNCHES

**COME WORK ON AND OR COMPLETE YOUR COLLEGE AND COMMON
APPLICATIONS AND GET FREE PIZZA...MMMM. IF YOU ALREADY
COMPLETED AN APPLICATION, YOU WILL RECEIVE FREE PIZZA, TOO.**

**SLICE
SLICE
BABY**



SAT @ HHS

- We will be offering the SAT at Haverford High School on Wednesday, October 10th during the school day.
- Sign up using the link on the main high school website

Bus Trip to PACAC College Fair

- HHS will be offering a bus trip for a limited number of students to attend the Pennsylvania Association of College Admission Counselors (PACAC) Fall College Fair being held at Penn State Brandywine Campus
- The fair will take place on 9/27/18 from 6:30 - 8:00 pm.
- Bus departs at 5:45 pm.
- Over 150 colleges/universities will be in attendance.
- Students can sign-up to take the bus in Naviance.

FAFSA Completion

- We will be offering a FAFSA Completion Night on October 23rd with two sessions: 6:00pm - 7:00pm and 7:00pm - 8:00pm
- We will have a representative from PHEAA - Fran McKeown there to help navigate the process and answer questions
- A link to sign up was sent home electronically on Sept. 20th



We are here to help!

Let's work together.

-HHS Counselors