

Six Pieces of the College Application and other details

Resume/Activity Sheet

- Typically used by counselors and teachers for writing recommendation letters. Also may be used to nominate students for scholarships. May be used later as a resource for job applications and interviews.
- Usually completed in Naviance. Go to Naviance account then to About Me tab and then to My Stuff. It is a live document and can be edited as needed.
- Should include items from high school years in the following four categories: 1. awards/honors, 2. extracurricular activities/sports, 3. volunteer/service work and 4. Employment -formal or informal jobs (i.e. mowing lawns for a few neighbors)
- Students are asked to give a copy of an up to date resume to teachers they are asking to write letters of recommendation. Copy can be printed or electronic. Teachers do not have access to resumes in Naviance.

Standardized Testing

- It is recommended that students take the ACT or SAT at least twice. (June, July and/or September dates often work well). The scores from the March ACT will be available in the coming weeks and can be used when applying to colleges. Directions will be shared explaining how to link March test scores and scores for additional testing sessions.
- Free test prep is available online on the ACT and the SAT websites. In person test prep is available here at La Salle and through tutoring centers and individual tutors.
- Register for test sessions and request scores at www.Collegeboard.com (SAT) or www.actstudent.org (ACT). Put account in student's name and write down passwords. Counselors do not have access to student testing accounts. Scores must be sent directly from the test center to each college to which a student is applying.

Letters of Recommendation

- The number of letters required varies; two is the norm. Some schools do not require them. Some schools require one and may accept more.. Students need to check the details for each school.
- Choose teachers in the intended field of study if possible.
- Ask early to give teachers the maximum time to write (4th quarter of junior year if possible).
- Students should be gracious in asking teachers to write for them as letters of recommendation (LORs) take a long time and teachers write many of them! Don't forget to write a thank you note.
- After a student asks a teacher to write a LOR, the student then also needs to request the LOR in Naviance. This allows the teacher to upload his/her letter into Naviance for the student. **DO NOT REQUEST LETTERS OF RECOMMENDATION IN THE COMMON APPLICATION!!!**
- The written evaluations counselors write for their students do not count as LORs. They are considered differently in this process.

Essay

- Most colleges require at least one essay, including those colleges on the *Common Application*.
- Let *your voice* come through in your essay; this is how colleges get to know you.
- View the Common App Essay Prompts for the 2019-2020 school year at www.commonapp.org.
- If applying to more selective colleges, students will likely need 2-3 essays.

Applications

Two Types

1. College specific application - go to the college website, look for undergraduate admissions, create an account and complete the application.
 2. The Common Application at www.commonapp.org.
- Pay attention to different types of admission deadlines. “Priority” deadlines indicate full consideration for scholarships and special programs. Use “Priority” if you can.
 - The student is responsible for submitting the application.
 - Counselor cannot see an application unless the student shows the counselor the application.. Parents, review application before your son submits.

Types of Application Deadlines

1. Regular/Traditional - Defined deadline with an announced decision release date, often 6-10 weeks later.
 2. Rolling - Applications are reviewed as they are submitted. Apply early, get a decision early. Apply late, get a decision late.
 3. Early Action (Non-Binding) - Allows students to apply early, usually November or early December and get a decision back in December or January.
 4. Early Decision (Binding) - Same as Early Action but it is a binding contract. “Binding” means that the applicant promises to attend the college if he is admitted/accepted.
- “Priority Deadline” - This distinction is not really a deadline, but significance added to one of the deadline types above, usually Early Action. Priority deadlines indicate full consideration for scholarships and special programs. Use a priority deadline whenever possible.

Transcript

- An official record of a student’s academic performance at a given school sent directly to a college via Naviance.
- Must be requested by the student in writing and in Naviance for each application. Students can get Transcript Request Forms on the counter next to the copier in the Media Center or on the school website under academics and then Guidance.
- Some colleges will also require a mid-year transcript. Another transcript request form is needed.
- La Salle’s transcript does not include test scores.
- Students must allow at least two weeks between submission of a transcript request and the application deadline for processing. Remember your counselor has between 40 and 60 seniors.

Ways Naviance is Used in the College Process

- SuperMatch (research colleges to create college list)
- Research Careers and related Majors
- Resume (found under About Me tab and then My Stuff)
- Sign up for College Rep Visits at La Salle
- Senior Questionnaire
- Request Letters of Recommendation
- Create *Colleges I'm Thinking About* list
- Create *Colleges I am Applying to* list
- Request transcripts

The Common Application

- A computer platform which allows students to complete one (long) application and submit it to more than one, even several schools. Currently, more than 700 colleges are members of the Common Application (CA).
- To access the CA, go to www.commonapp.org and create an account. The site has a feature which will tell you if a school is a member of the common app or not. Using the CA allows students to streamline their college process and have details of requirements and deadlines all in one place.
- Some colleges are deemed “Common App Exclusive” which means that in order to apply to that school, a student MUST use the CA (for example UC and OSU). Other colleges give students a choice between using the CA and using an application on the school website.
- Please note the Common App and Naviance are not the same nor are they used in the same way.
 - 1) The Common Application is a web-based platform students use for applying to CA member colleges.
 - 2) Naviance is a tool La Salle purchases to help students navigate the college process.
 - a. Students can get to know themselves through inventories, can learn about careers and can research information about different colleges.
 - b. Naviance becomes a communication tool through which students tell counselors and teachers where they are applying.
 - c. Students also request Letters of Recommendation (LORs) through Naviance. **DO NOT REQUEST LORs THROUGH THE COMMON APP!! IT WILL CAUSE MAJOR HEADACHES!!!**
 - d. Teachers upload letters of recommendation into Naviance.
 - e. Counselors upload transcripts and other documents and submit them to colleges on behalf of their students.
- Please note that counselors cannot see a student’s Common App account unless the student shows it to them.
- If you think your family may qualify for an application fee waiver go to <https://www.nacacfacts.org/learn/fee-waiver/> for eligibility requirements and a copy of the waiver. Take the completed waiver with you and see your counselor.

Making a College Visit

Visiting a college campus is the best way to learn about the many qualities of the college and get a true feel for what it would be like to live and study there. The information below provides some steps in how to arrange a visit and some helpful hints to making your visit a successful one.

To schedule a College Visit go on the schools website and sign up for the desired or available day and inquire about an interview with admissions personnel, a financial aid officer, and possibly a professor in your major area of interest if desired.

Plan a visit when classes are in session and talk with students and faculty about the college environment, academic opportunities, extracurricular opportunities, and social life.

Ask quality questions that allow the college representative to see that you are serious about your future.

Key questions for students to ask college admissions representatives

Affordability

1. Will net tuition (the amount a family pays) stay the same each year?
2. Are scholarships and grants guaranteed for all four years?
3. Are work study programs available?
4. Are there any additional fees or surcharges?
5. What is the average debt incurred upon graduation?

Academics

1. What is the class size and student to faculty ratio?
2. What percent of the classes are taught by faculty (vs graduate assistants)?
3. Are AP and CCP credits accepted?
4. Is there academic advising available?
5. When must a major be declared?
6. Is there co-op opportunities?
7. What academic and learning support resources are available?

Campus Life

1. What is the size of the school?
2. What percent of the students live on campus?
3. Are there dining halls for students that live on campus?
4. Is on campus housing available for all four years?
5. How many student clubs and organizations are there?
6. What opportunities are available socially on campus?
7. What opportunities are available for faith development?
8. What type of health services are available?
9. What is the retention rate between freshman and sophomore years?

Outcomes

1. What is the graduation rate?
2. What career resources are available?
3. What percentage of the graduates are employed within a year of graduation?
4. What percentage of the students are accepted into graduate, medical or law school?

College Application Process Responsibilities

	Student	Parent/Guardian	Counselor
	Create and update Resume		
Junior Year >	Request Letters of Recommendation		
	Write essay/personal statement		
	Arrange College Visits	Escort to College Visits	Prepare Transcript
Junior and Senior Years >	Sign up for ACT/SAT		
	Have Test results sent to colleges		
	Complete Applications	Organize and complete FASFA information	Write Letter of Recommendation
Senior Year >	Request transcripts sent through Naviance		Complete required forms in Common App and Naviance

Other Helpful Hints

- ❑ Always use your legal name as it appears on your driver's license.
- ❑ Prepare a spreadsheet to keep details about your colleges in an organized manner.
- ❑ Keep a list of usernames and passwords for all of the accounts you create
- ❑ Maximize your use of Naviance by researching careers, majors, and colleges and creating a workable list of Colleges I'm Thinking About.
- ❑ Make mature and responsible choices when using social media; colleges look, too!
- ❑ Don't show collegiate favoritism in any of your email or social media accounts (eg. no Miami logo on your email when you are emailing the admission rep from Ohio State!)
- ❑ All offers of admission or scholarships are conditional based upon positive completion of high school, academically and behaviorally (eg. senioritis and poor choices).
- ❑ Start looking for scholarships as soon as junior year is completed. Look at FastWeb.com or Scholarships.com and goingmerry.com
- ❑ Attend the Annual La Salle Financial Aid Night in the fall.
- ❑ Complete the Parent Brag Sheet and Senior Questionnaire in a timely manner to help your son's counselor write a great (counselor's) letter of recommendation for your son.
- ❑ Get a business card from the college reps you meet with at La Salle or whom you meet on college visits. YOU can email them directly or even call them if you have questions. Many colleges track student contact.
- ❑ Attend local college fairs or the national college fair to be held on Sunday, September 15, 2019 at the Duke Energy Convention Center from 1PM to 4PM.
- ❑ Proofread everything you write for the college process BEFORE you submit it.
- ❑ There are colleges out there for all kinds of students. Take the time to explore and learn to find colleges which are a "good fit" for your son.