

# **The College Application Process and Naviance**



HHS Counseling Department

# 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



# Deciding Where to Apply

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

SEPTEMBER

Wed 11  
10:00AM

**University of Maryland, Baltimore County**

📍 Counseling Office  
6/50 seats are taken.

REGISTER BY Tuesday, Sep 10 2019, 10:00AM [View Details](#)

SEPTEMBER

Wed 11  
01:15PM

**Dickinson College**

📍 Counseling Office  
5/50 seats are taken.

REGISTER BY Tuesday, Sep 10 2019, 01:15AM [View Details](#)

SEPTEMBER

Thu 12  
10:00AM

**University of South Carolina - Columbia**

📍 Counseling Office  
0/50 seats are taken.

REGISTER BY Wednesday, Sep 11 2019, 10:00AM [View Details](#)

SEPTEMBER

Fri 13  
10:00AM

**Dartmouth College**

📍 Counseling Office  
3/50 seats are taken.

REGISTER BY Thursday, Sep 12 2019, 10:00AM [View Details](#)

September  
2019



Sign up in Naviance at least 24 hours before the scheduled visit. Dates and times are subject to change. Check Naviance for latest updates.

## Upcoming College Representative Visits

Day of Week	Date	Time	Institution
Wednesday	11th	10:00 AM	University of Maryland-Baltimore County
Wednesday	11th	1:15 PM	Dickinson College
Thursday	12th	10:00 AM	University of South Carolina-Columbia
Friday	13th	10:00 AM	Dartmouth College
Friday	13th	1:30 PM	Johnson & Wales University, Providence
Friday	13th	1:30 PM	Guilford College
Monday	16th	8:00 AM	Cabrini University
Monday	16th	10:00 AM	Neumann University
Monday	16th	1:30 PM	Montclair State University
Tuesday	17th	8:15 AM	Delaware Valley University
Tuesday	17th	9:30 AM	Virginia Commonwealth University
Tuesday	17th	9:45 AM	Bates College
Tuesday	17th	10:00 AM	Eastern University
Tuesday	17th	1:15 PM	Monmouth University
Wednesday	18th	8:00 AM	Hobart and William Smith Colleges
Wednesday	18th	8:00 AM	Kenyon College
Wednesday	18th	8:15 AM	Vanderbilt University
Wednesday	18th	8:15 AM	York College Pennsylvania
Wednesday	18th	9:45 AM	Saint Vincent College
Wednesday	18th	10:00 AM	The New School
Wednesday	18th	10:00 AM	Johns Hopkins University
Wednesday	18th	1:30 PM	Avernia University
Thursday	19th	8:00 AM	St. John's College
Thursday	19th	8:15 AM	Haverford College
Thursday	19th	8:15 AM	Temple University
Thursday	19th	9:30 AM	Wesleyan University
Thursday	19th	9:45 AM	St. Lawrence University
Thursday	19th	9:45 AM	Wesleyan University
Thursday	19th	1:15 PM	Husson College
Thursday	19th	1:15 PM	Moore College of Art and Design
Friday	20th	1:15 PM	Lafayette College
Monday	23rd	8:15 AM	Saint Joseph's University
Monday	23rd	1:15 PM	Eckerd College
Monday	23rd	1:30 PM	University of Miami
Monday	23rd	1:30 PM	Delaware County Community College
Tuesday	24th	8:00 AM	Nova Southeastern University
Tuesday	24th	8:15 AM	Moravian College
Tuesday	24th	10:00 AM	Albright College
Tuesday	24th	1:15 PM	University of Pittsburgh-Pittsburgh Campus
Tuesday	24th	1:15 PM	Pace University, New York City Campus
Tuesday	24th	1:30 PM	Miami University-Oxford
Tuesday	24th	1:30 PM	Indiana University of Pennsylvania-Main Campus
Wednesday	25th	8:00 AM	University of Delaware
Wednesday	25th	8:00 AM	Slippery Rock University of Pennsylvania
Thursday	26th	8:00 AM	University of Mary Washington
Thursday	26th	8:15 AM	Mansfield University of Pennsylvania
Thursday	26th	8:15 AM	University of Connecticut
Thursday	26th	9:30 AM	University of Tampa
Thursday	26th	9:45 AM	University of Maine
Thursday	26th	10:00 AM	Wilkes University
Thursday	26th	10:00 AM	McDaniel College
Thursday	26th	1:15 PM	University of the Sciences
Thursday	26th	1:15 PM	Messiah College
Thursday	26th	1:30 PM	Shippensburg University of Pennsylvania
Thursday	26th	1:30 PM	Mount St. Mary's University - Maryland
Thursday	26th	6:00 PM	PACAC College Fair Bus sign-up @ Penn State Brandywine
Friday	27th	8:00 AM	The University of Scranton
Friday	27th	8:00 AM	Salisbury University

# 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 1<sup>st</sup>, decisions are released on pre-determined dates, (often in March and April) and you must decide where you are attending by May 1<sup>st</sup>. 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 1<sup>st</sup> during the application year. Some schools may require an enrollment deposit.

# Common App FAQ's

These are the 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 as well as in the folder shared with students in google drive.

## 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	6/2020
Counselor's job title	School Counselor

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

### GRADES:

Graduating class size (approx.)	464
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 2020 CUMULATIVE WEIGHTED GPA BY DECILE:

10%	4.736 - 5.201	60%	3.463 - 3.755
20%	4.492 - 4.735	70%	3.217 - 3.462
30%	4.300 - 4.491	80%	2.885 - 3.216
40%	4.075 - 4.299	90%	2.309 - 2.884
50%	3.756 - 4.074	100%	0.912 - 2.308

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



**What should I do now?**

# Prepare Supplemental Materials

- Complete Transcript Release Permission Form
- Complete Post-High School Planning Reflection and Activities Record 2019 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, Post High School Planning Reflection, and Activities Record 2019 in **Naviance** (Click on **About Me** and then **About Me Home**) prior to requesting a transcript. ***(If you have a question about whether or not your college requires a letter of recommendation, check commonapp or the individual college website.)*** You must also complete the **FERPA Waiver in Common App** before a

# 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

Revised 6/5/19

### 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](http://www.collegeboard.org) (SAT) or [www.act.org](http://www.act.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 **Post High School Planning Reflection** and **Activities Record** 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

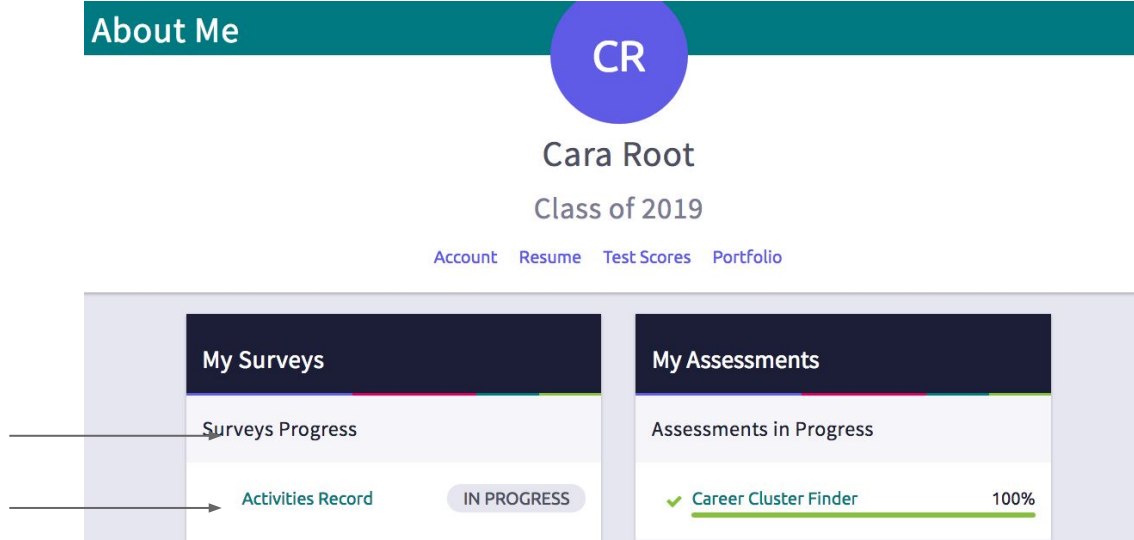
\_\_\_\_\_  
Parent/Guardian Signature and Date  
**Required if student is under 18**

Date Received by the Counseling Office: \_\_\_\_\_

Date Entered in Spreadsheet: \_\_\_\_\_

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

- Students must complete the Post High School Planning Reflection 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.



# 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 dashboard for a user named Brockl. The user is a Practice Applicant with ID CAID 19104543 and email aalderfer@naverfordisd.net. The dashboard has a navigation bar with links to Dashboard, My Colleges, Common App, College Search, and Financial Aid Resources. The left sidebar shows the application progress for several colleges, including Arcadia University, Boston University, Drexel University, Johns Hopkins University, and Temple University. The main content area is titled 'For All Colleges' and contains three sections: 'FERPA Release Authorization', 'Invite Recommenders', and 'Advisor'. The 'FERPA Release Authorization' section has a button labeled 'Release Authorization' which is highlighted with a pink arrow. The 'Invite Recommenders' section has a button labeled 'Invite and Manage Recommenders'. The 'Advisor' section has a button labeled 'Adding and assigning recommenders for Naviance schools'.

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

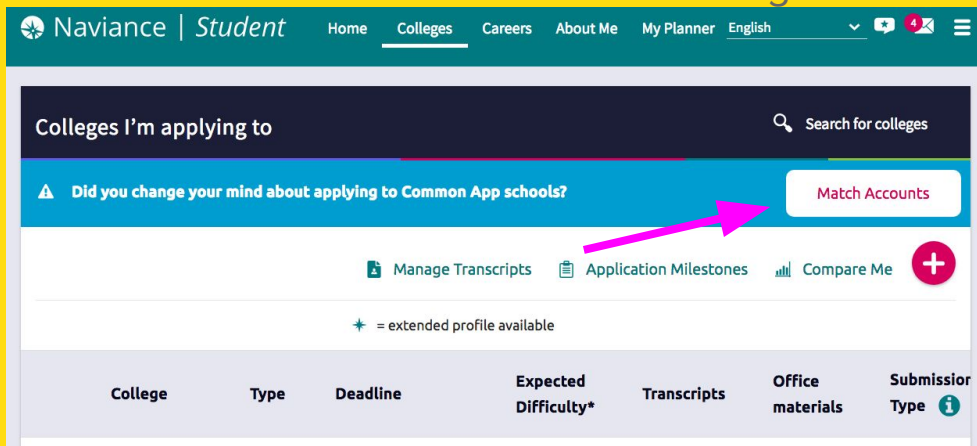
# Common App & Letters of Rec

- 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**

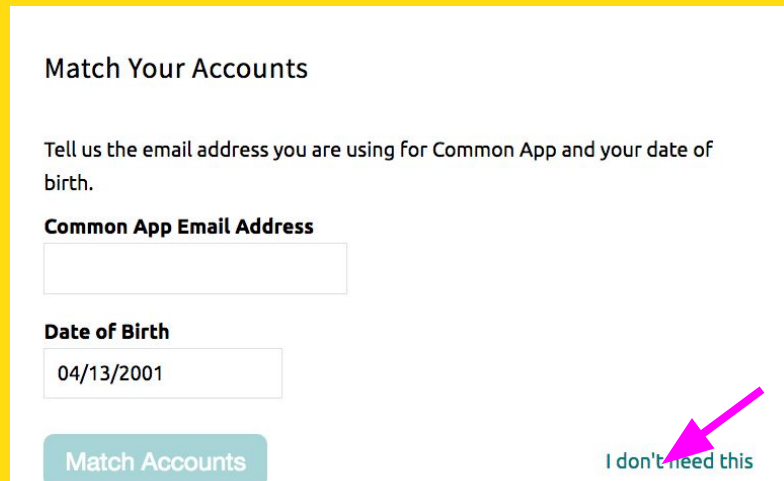


# Connect Common App to Naviance

- 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 is a navigation bar with links: Home, Colleges, Careers, About Me, My Planner, and English. Below this is a section titled 'Colleges I'm applying to' with a search bar. A prominent blue banner asks, 'Did you change your mind about applying to Common App schools?'. On the right side of this banner is a white button labeled 'Match Accounts', which is pointed to by a pink arrow. Below the banner are links for 'Manage Transcripts', 'Application Milestones', and 'Compare Me'. At the bottom, there is a table header with columns: College, Type, Deadline, Expected Difficulty\*, Transcripts, Office materials, and Submission Type.



The screenshot shows the 'Match Your Accounts' form. It includes a text prompt: 'Tell us the email address you are using for Common App and your date of birth.' Below this are two input fields: 'Common App Email Address' and 'Date of Birth' (with the value '04/13/2001' entered). At the bottom left is a teal 'Match Accounts' button. At the bottom right is a light blue button labeled 'I don't need this', which is pointed to by a pink arrow.

# 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 <span>ℹ️</span>
<input type="checkbox"/>	Cabrini University	ED	Early Decision -	N/A	no request	Pending	
<input type="checkbox"/>	Delaware County Community College	RD	Regular Decision March 24	N/A	no request	Pending	

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.

Apply to Colleges	Scholarships and Money
 COLLEGES I'm applying to	 SCHOLARSHIPS I'm Applying To
Letters of Recommendation	Scholarship List
College Events	Scholarship Match
Manage Transcripts	National Scholarship Search
Test scores	<button>Show less</button>
<button>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:

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](http://www.collegeboard.org)

[www.act.org](http://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
- Post High School Planning Reflection & Activities Record (If counselor letter required)
- Add Colleges & update Naviance
- Request teacher letters of recommendation
- Send SAT/ACT scores
- Complete Transcript Request & Counselor rec (if required)

## 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

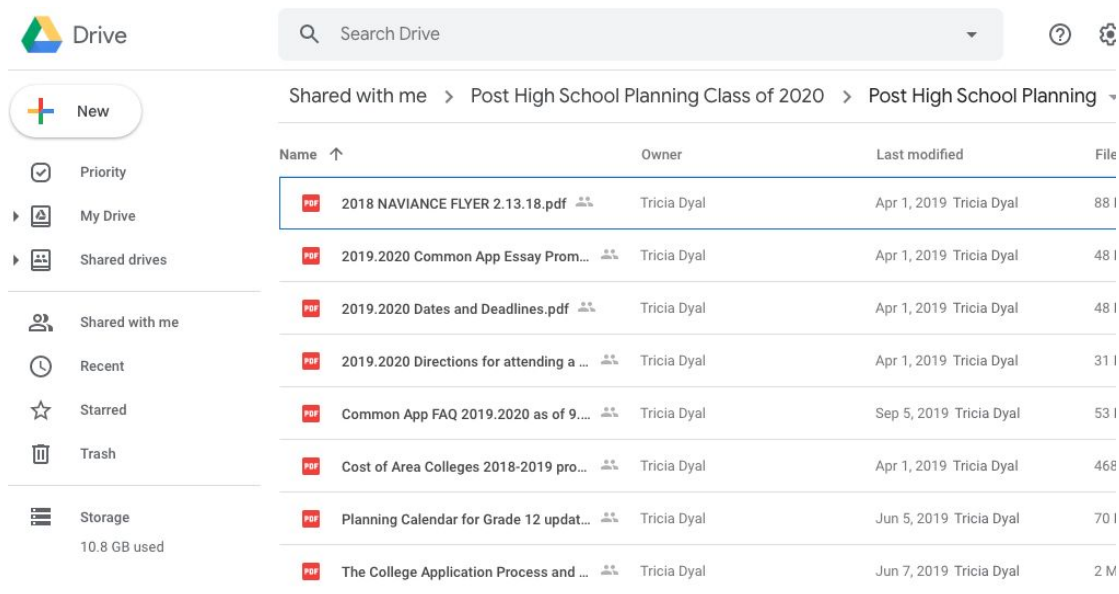
# Processing Timeline

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

College Application Deadline	Transcript Request Deadline
October 15, 2019	September 19, 2019
November 1, 2019	October 8, 2019
November 15, 2019	October 22, 2019
December 1, 2019	November 4, 2019
December 15, 2019	November 19, 2019
January 1, 2020	November 26, 2019
January 15, 2020	December 12, 2019
February 1, 2020	January 2, 2020

# 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 sidebar, the 'Shared drives' section is expanded, showing a folder named 'Post High School Planning Class of 2020'. The main content area shows the contents of this folder, which are listed in a table. The table has columns for Name, Owner, Last modified, and File size. The files are all PDFs related to college planning, such as '2018 NAVIANCE FLYER', '2019.2020 Common App Essay Prom...', '2019.2020 Dates and Deadlines.pdf', '2019.2020 Directions for attending a ...', 'Common App FAQ 2019.2020 as of 9...', 'Cost of Area Colleges 2018-2019 pro...', 'Planning Calendar for Grade 12 updat...', and 'The College Application Process and ...'.

Name	Owner	Last modified	File
2018 NAVIANCE FLYER 2.13.18.pdf	Tricia Dyal	Apr 1, 2019	88 I
2019.2020 Common App Essay Prom...	Tricia Dyal	Apr 1, 2019	48 I
2019.2020 Dates and Deadlines.pdf	Tricia Dyal	Apr 1, 2019	48 I
2019.2020 Directions for attending a ...	Tricia Dyal	Apr 1, 2019	31 I
Common App FAQ 2019.2020 as of 9...	Tricia Dyal	Sep 5, 2019	53 I
Cost of Area Colleges 2018-2019 pro...	Tricia Dyal	Apr 1, 2019	468
Planning Calendar for Grade 12 updat...	Tricia Dyal	Jun 5, 2019	70 I
The College Application Process and ...	Tricia Dyal	Jun 7, 2019	2 M

# Financial Aid

- The Free Application for Federal Student Aid (FAFSA) opens on October 1st - visit [fafsa.ed.gov](https://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 Completion Days
- 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 Completion Days

- Counselors will be available to answer questions and help you navigate the process.



# **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 Thursday, Sept. 26, 2019 from 6:30 - 8:00 pm.
- Bus departs HHS front circle at 6:15 pm.
- Over 150 colleges/universities will be in attendance.
- Students can sign-up to take the bus in Naviance or in the Counseling Office

# FAFSA Completion

- We will be offering a FAFSA Completion Night on November 18 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 will be sent home electronically



# More Resources...

The Counseling tab on the main high school website has MANY resources for students and families regarding Post High School Planning, Financial Aid, graduations requirements, etc.



The screenshot shows the Haverford High School website's Counseling page. The header is dark red with the school logo and name. A navigation bar below the header lists various school departments. The main content area has a white background with a blue sidebar on the left containing links to Counseling, Counseling Staff, College Visit Calendar, Course Selection Process, 2019-20 Course Selection Guide, 2019-20 Course Selection Guide Presentation, and Course Selection Worksheets. The main content area features a large red 'Counseling' title, a paragraph about Kathy Schnyder, a photo of the Counseling Offices, and a section for Upcoming Events detailing a presentation to parents.

**Haverford High School**

Translate  LOGIN SCHOOLS STAFF PARENTS STUDENTS

DISTRICT ACADEMICS HHS ACTIVITIES ATHLETICS STUDENT SERVICES COUNSELING DIRECTORY

[Counseling](#)

[Counseling Staff](#)

[College Visit Calendar](#)

[Course Selection Process](#)

[2019-20 Course Selection Guide](#)

[2019-20 Course Selection Guide Presentation](#)

[Course Selection Worksheets \(Current 9-11\)](#)

## Counseling

Kathy Schnyder, Counseling Department Secretary, proudly displays the acceptances for the Class of 2019.



**COUNSELING OFFICES**

### Upcoming Events

Counselors will be visiting Senior Advisories during the first two weeks of school to discuss Post High School Planning, the College Application Process and requesting Transcripts. 

September 11, 2019 at 6:00PM  
Presentation to Parents: Post High School Planning, the College Application

**We are here to help!**

**Let's work together.**

**-HHS Counselors**