



# Senior Year –Application Process

CVHS Student Services

Mrs. Kunkel (A-F)

Mrs. O'Malley (G-N)

Mrs. Boyd (O-Z)

# SENIOR YEAR – TIMELINE

## FALL SEMESTER

1. Finalize list of (4-8) colleges to apply
2. Apply!
3. Request transcripts & letters of recommendations
4. Retake the SAT or ACT if necessary (review reqs bc many colleges are now test optional)
5. Register for virtual college rep visits (Naviance)
6. Visit colleges
7. Apply for scholarships
8. Complete FAFSA After Oct 1st
9. Attend Virtual Financial Aid Night



# COLLEGE APPLICATION RESOURCES

## School Counselors

(Mrs. Kunkel, Mrs. O'Malley, and Mrs. Boyd)

- write Counselor letter of recommendation (only if required)
- sends transcripts and letters of recommendations to colleges
- provides applications and SAT/ACT fee waivers

# NAVIANCE STUDENT

<https://student.naviance.com/chartiersvhs>

- VIEW ADMISSIONS DATA (SPECIFIC TO CV)
- SEARCH COLLEGES
- VIEW AND REGISTER TO MEET WITH COLLEGES
- COMPLETE TEACHER/COUNSELOR FORMS & REQUEST LETTERS
- LIST OF SCHOLARSHIPS
- INDICATE WHERE YOU HAVE APPLIED/DECISION

ADD YOUR E-MAIL ADDRESS TO NAVIANCE STUDENT TO RECEIVE IMPORTANT INFORMATION – CHECK YOUR EMAIL!



# EXPLORE CAMPUS



- TAKE A VIRTUAL CAMPUS TOUR
- CONTACT ADMISSIONS
- VIRTUAL REP VISITS AT CVHS  
(NAVIANCE SCHEDULE)

- THREE SCHOOL DAYS FOR VISITS TO COLLEGE CAMPUSES ARE  
PERMITTED JUNIOR AND SENIOR YEAR  
(COLLEGE VISIT FORM IN HS OFFICE)

# COLLEGE REP VISITS

## (google meet or zoom)

View on Home Page under What's New!

### What's New



Ohio Northern University will be visiting your school on Friday, September 11th, 2020 at 8:38 am [more info](#)



Shenandoah University will be visiting your school on Thursday, September 17th, 2020 at 8:38 am [more info](#)



West Liberty University will be visiting your school on Friday, September 18th, 2020 at 8:38 am [more info](#)



University of Massachusetts-Lowell will be visiting your school on Monday, September 21st, 2020 at 10:53 am [more info](#)



Marietta College will be visiting your school on Wednesday, September 23rd, 2020 at 10:08 am [more info](#)



# THE APPLICATION

**APPLY ONLY TO COLLEGES YOU  
WANT to ATTEND!!**

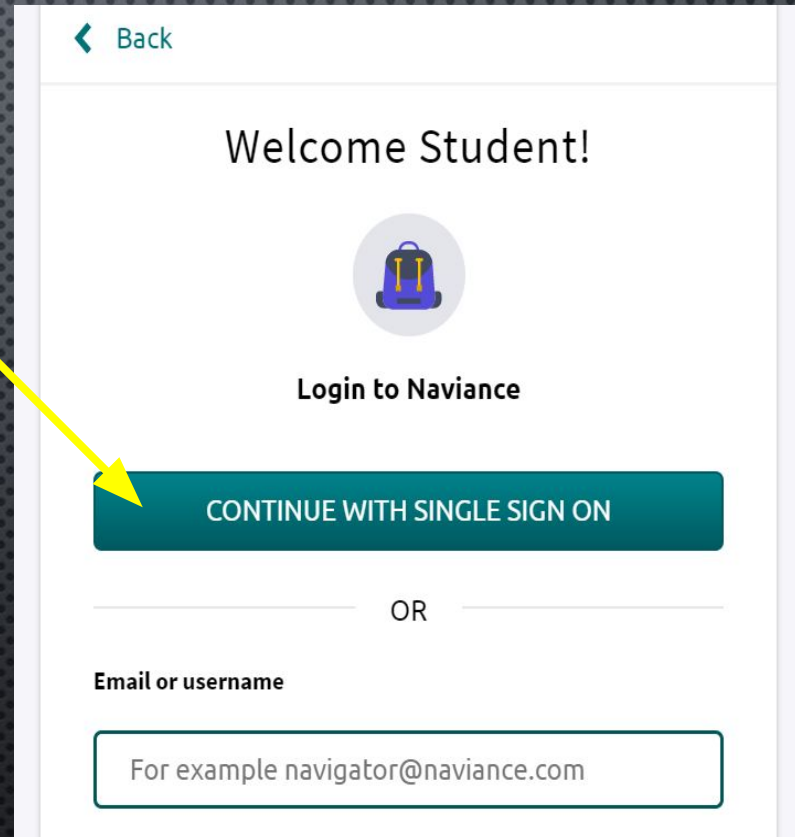
**STEP 1: APPLY**

# Step 2: NAVIANCE STUDENT

<https://student.naviance.com/chartiersvhs>

Select Continue  
with SSO  
Single Sign On

using your CVSD  
email account



The screenshot shows the Naviance Student login interface. At the top left is a 'Back' link with a left arrow. The main heading is 'Welcome Student!' followed by a circular icon of a purple backpack. Below the icon is the text 'Login to Naviance'. A large teal button labeled 'CONTINUE WITH SINGLE SIGN ON' is highlighted by a yellow arrow. Below this button is a horizontal line with the word 'OR' in the center. Underneath is the label 'Email or username' and a text input field containing the placeholder text 'For example navigator@naviance.com'.



# CV SENDS TRANSCRIPTS & LETTERS OF RECOMMENDATION via NAVIANCE

 Naviance | *Student*

[Home](#) [Colleges](#) [Careers](#) [About Me](#) [My Planner](#)

Welcome, Danyelle!

[Search for Colleges](#) ▼

 Type a college name

SEARCH

## Seniors

**Class of 2020!** School Counselors will be visiting English classes to review college app processes.

Please follow the official transcript request process for your college applications.

## My Favorites



COLLEGES  
I'm thinking about



COLLEGES  
I'm applying to



Show Me How


# To add a college that you are applying to: Click the “+” symbol

Colleges I'm applying to

Search for colleges

**It looks like you are not currently able to apply to Common App schools.**  
Match your Common App account to Naviance Student account to get started.

Match Accounts



Enter college name, type of application, and how application was submitted, then select “Add Application.”

Naviance | Student

Home Colleges Careers About Me My Planner

**Cancel**

**Which college are you applying to?**

Robert Morris University

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

**App type**

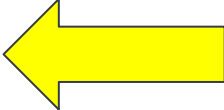
Rolling August 1

**I'll submit my application**

Via Common App

☒ I've submitted my application

Add Application





# “COLLEGES I’M APPLYING TO”

## This is what it should look like once your colleges are added:

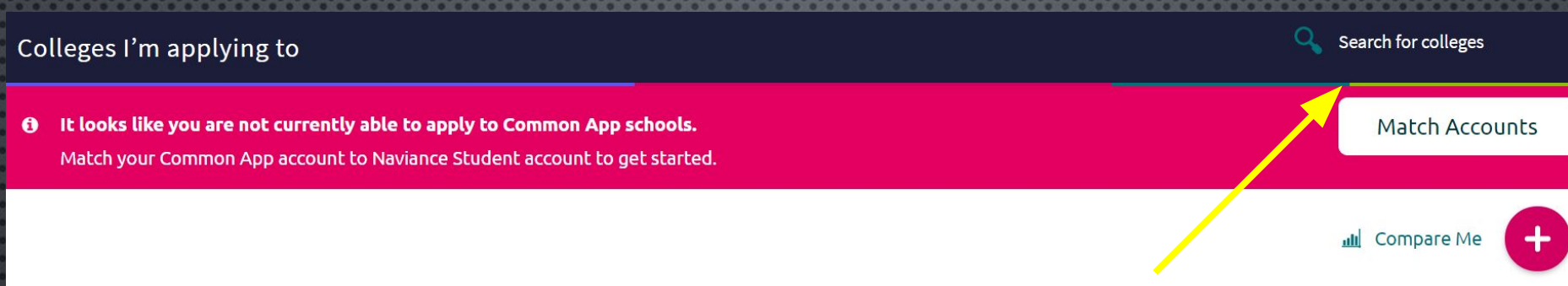
✦ = extended profile available

College	Type	Deadline	Transcripts	Office materials	Submission Type 	Application
✦ Carnegie Mellon University	RD	Regular Decision 1	January 1	no request	Initial materials submitted 	Unknown 
✦ Geneva College	ROLL	N/A		no request	Initial materials submitted 	Unknown 
Pennsylvania State University	ROLL	Rolling	July 28	no request	Initial materials submitted 	Unknown 
✦ Robert Morris University	RD	Regular Decision	July 1	no request	Initial materials submitted 	Unknown 

that the attending

# MATCH your Naviance with COMMON APP

\*\*\*You only need to do this if you used the Common App\*\*\*



- Common App Matching Video

Student must 'match' Common App with Naviance in order for electronic document sending with eDocs (how we 'mail' docs)



# APPLICATION

## WHO SENDS WHAT???

### STUDENT

- APPLICATION
- APPLICATION FEE
- ESSAY
- TEST SCORES (IF REQUIRED FROM THE TESTING CENTER)
- PORTFOLIO AND/OR AUDITION

### SCHOOL COUNSELOR

- OFFICIAL TRANSCRIPT WITH TEST SCORES
- APPLICATION FEE WAIVER
- TEACHER/COUNSELOR LETTERS OF RECOMMENDATION

# APPLICATION TYPES

- Rolling Admission
- Early Action (non-binding)
- Priority Deadlines
- Early Decision (binding)
- Regular Decision



# ROLLING DECISION

NO application deadline

Decisions are made all throughout the year

May have a priority deadline (Nov. or Dec.) for major

Priority given to those who apply early

# EARLY ACTION

Application deadline usually  
November 1st or November 15th  
Non-binding  
Decisions released by mid-January  
Students have till May 1<sup>st</sup> to commit

HIGHLY RECOMMEND APPLY EARLY  
ACTION



# PRIORITY DEADLINES

Often linked to scholarship opportunities

Application fee may be waived

Either a November 1<sup>st</sup>, December 1<sup>st</sup>, or January 1

Example: Penn State, November 30<sup>th</sup>

# EARLY DECISION

Can only apply early DECISION to ONE college  
Application deadline is usually November 1st or  
Nov. 15<sup>th</sup>

You may apply to other colleges under Early  
Action

**YOU MUST COMMIT TO COLLEGE ONCE  
ACCEPTED!!!**

**BINDING CONTRACT**

Sometimes there is an advantage with  
admissions decisions & financial aid when  
applying early decision



# REGULAR DECISION

Deadline – usually January 1<sup>st</sup>

Decisions released April 1<sup>st</sup>

Students have till May 1<sup>st</sup> to commit



**It is the responsibility of the STUDENT to know:**

1. What items are required by each college
2. Application deadlines



# APPLICATION TIPS

BE CONSISTENT WITH YOUR NAME

USE RELIABLE CONTACT INFORMATION

**SAVE YOUR USERNAME/PASSWORDS/WEB ID**

# The importance of “Waiving your Right”

## Example:

**IMPORTANT PRIVACY NOTE:** In accordance with the Family Educational Rights and Privacy Act (FERPA), the original School Report submitted on your behalf reflects your choice to waive or not waive your right of access to all recommendations and supporting documents. That response applies to all subsequent reports, including this one.

You chose the following:

**Yes,** I do waive my right to access, and I understand I will never see this form or any other recommendations submitted by me or on my behalf.

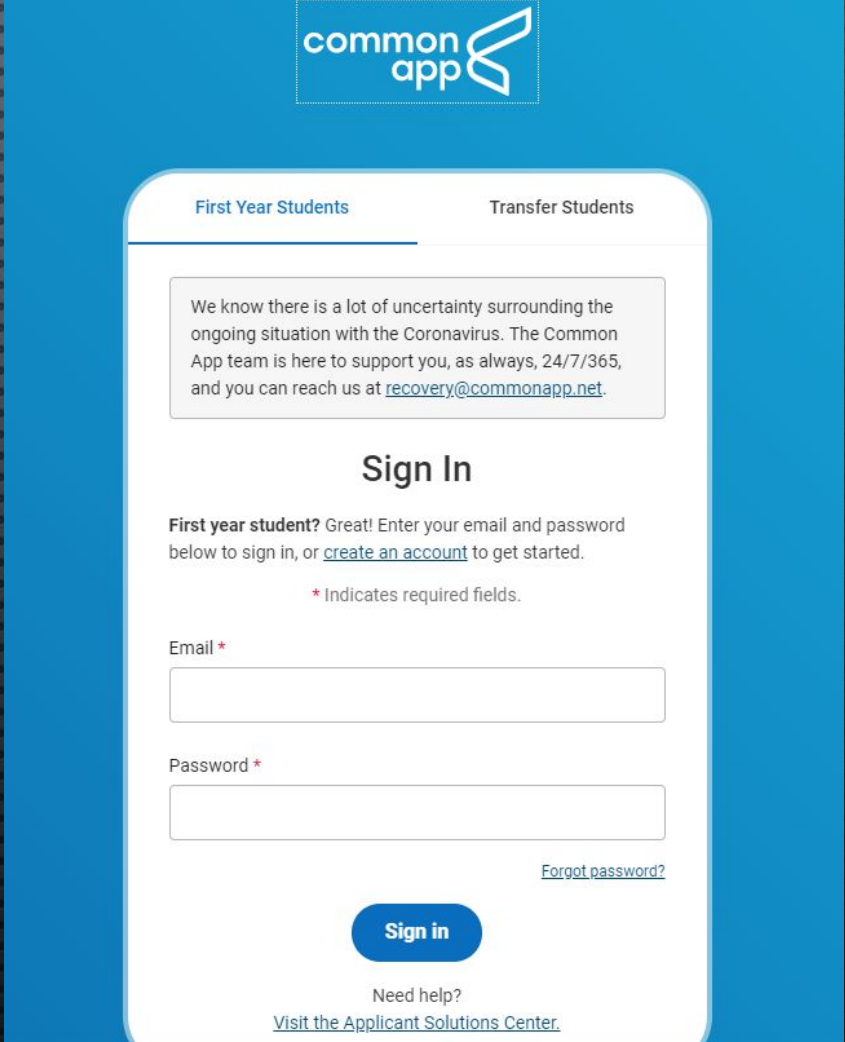
**No,** I do *not* waive my right to access, and I may someday choose to see this form or any other recommendations or supporting documents submitted by me or on my behalf to the institution at which I’m enrolling, if that institution saves them after I matriculate.



# www.commonapp.org

The **Common App** is an option for many colleges.

It allows students to complete one application that can be sent to more than one college.



The screenshot shows the Common App sign-in interface. At the top, the 'common app' logo is displayed. Below it, there are two tabs: 'First Year Students' (selected) and 'Transfer Students'. A message box states: 'We know there is a lot of uncertainty surrounding the ongoing situation with the Coronavirus. The Common App team is here to support you, as always, 24/7/365, and you can reach us at [recovery@commonapp.net](mailto:recovery@commonapp.net).' Below this is the 'Sign In' section. It includes instructions for first-year students and a link to 'create an account'. A note indicates that asterisks (\*) denote required fields. There are input fields for 'Email \*' and 'Password \*'. A 'Forgot password?' link is located below the password field. A blue 'Sign in' button is at the bottom, followed by a 'Need help?' link to the 'Applicant Solutions Center'.

common app

First Year Students Transfer Students

We know there is a lot of uncertainty surrounding the ongoing situation with the Coronavirus. The Common App team is here to support you, as always, 24/7/365, and you can reach us at [recovery@commonapp.net](mailto:recovery@commonapp.net).

### Sign In

**First year student?** Great! Enter your email and password below to sign in, or [create an account](#) to get started.

\* Indicates required fields.

Email \*

Password \*

[Forgot password?](#)

**Sign in**

Need help?  
[Visit the Applicant Solutions Center.](#)



### + PROS

- OVER 800 COLLEGES ARE MEMBERS
- FILL OUT ONE APPLICATION FOR ALL COMMON APP SCHOOLS
- EASY TRACKING OF APPLICATION REQUIREMENTS
- EASY TRACKING OF DEADLINES

### - CONS

- NOT A QUICK APPLICATION
- MUST COMPLETE ESSAY (250-650 WORDS)
- SUPPLEMENTAL INFORMATION...SHORT ANSWERS & QUESTION



For non CommonApp colleges use the  
*college's official website* to apply.

APPLY

Colleges will utilize your email address to communicate with you regarding your application. Check your email and save your username/password log-in

# RECOMMENDATION LETTERS

## Teacher Recommendation Letters

- Ask early. Teacher should have 3 weeks to write letter.
- Log into Student and go to the College tab/Home
- Add new request
- Complete Teacher Rec Letter Survey (in About Me tab under surveys)
- Write a thank-you note to your teachers

## **NO MORE THAN 2 TEACHER LETTERS**

## Counselor Recommendation Letters

- Same as above, but complete the “counselor letter of recommendation” (only if application requires should you request a counselor letter)



# Teacher Letter of Recommendation Request

Request letter of recommendation from teacher in drop down list

Complete questions and surveys

NO PAPER

Request is sent via email to teacher

Naviance | *Student* HOME Colleges Careers About Me

Letters of recommendation

Add new request

Here you can ask a teacher to write you a letter of recommendation. If you don't have any colleges in your list yet, you may still make a request. Make sure you give your teachers plenty of time to write your recommendations!

Cancel Submit Request

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  
Looks like you don't have colleges in your Colleges I'm Applying To list yet. Click [here](#) to add.

☐ 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:

# SAT & ACT SCORES

Due to COVID, many colleges are test optional

Your scores are reported on your CV transcript

You can request to have all of your scores removed if you are applying test optional

Some colleges require the test scores come directly from the testing center (example: Penn State, U of Pittsburgh, and Ohio State). It is the student's responsibility to determine the college's policy.

Self-reporting test scores schools will require official scores if accepted



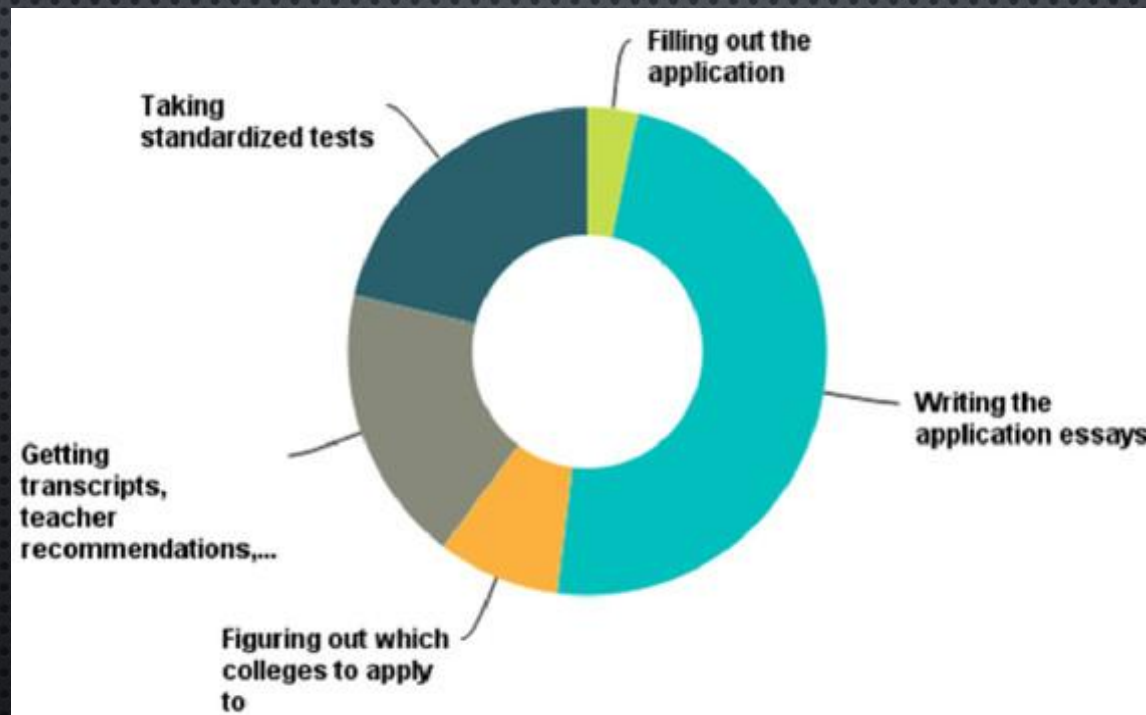
NEXT...ESSAYS!



# WHAT IS THE HARDEST PART OF APPLYING TO COLLEGE?

48.6% OF HS SENIORS:

WRITING THE COLLEGE ESSAY





# THE IMPORTANCE OF THE COLLEGE ESSAY

- 
- YOU have control
- YOU have a voice
- YOU can share with the colleges something that is not already in the application
  - Shows how well YOU can write
- After grades, curriculum, and test scores...the essay is the 4<sup>th</sup> most important part of an admissions decision

# WHAT IS A PERSONAL STATEMENT?

- Your story
- Invitation for your reader to get to know you
- Indicates what is important to you

It is not a summary of the 18 years of your life or a summary of your academic record or a summary of all your extra-curricular activities.



# THE DOs

- Be authentic and creative
- Be yourself
- Have teacher proofread
- Accept criticism
- Write, edit, revise, repeat
- Prove it with specific details
- Be personal (describe something you've experienced)

# THE DON'Ts

- Don't use SAT vocabulary words
- Don't write about something general or broad topics (climate change, gun violence, etc...)
- Don't have misspellings or grammatical mistakes
- Don't be wordy
- Don't rely on spellcheck

# TOPICS TO AVOID

- Death of grandparent
- Scoring the touchdown for the State Championship
- Sensitive Topics (ex: religion, politics, etc.)
- Your mission trip (unless it's one specific moment)



# COMMON APPLICATION ESSAY PROMPTS

**Choose one question. No more than 650 words.**

1. Some students have a background, identity, interest, or talent that is so meaningful they believe their application would be incomplete without it. If this sounds like you, then please share your story.
2. The lessons we take from obstacles we encounter can be fundamental to later success. Recount a time when you faced a challenge, setback, or failure. How did it affect you, and what did you learn from the experience?
3. Reflect on a time when you questioned or challenged a belief or idea. What prompted your thinking? What was the outcome?
4. Describe a problem you've solved or a problem you'd like to solve. It can be an intellectual challenge, a research query, an ethical dilemma - anything that is of personal importance, no matter the scale. Explain its significance to you and what steps you took or could be taken to identify a solution.
5. Discuss an accomplishment, event, or realization that sparked a period of personal growth and a new understanding of yourself or others.
6. Describe a topic, idea, or concept you find so engaging that it makes you lose all track of time. Why does it captivate you? What or who do you turn to when you want to learn more?
7. Share an essay on any topic of your choice. It can be one you've already written, one that responds to a different prompt, or one of your own design.

# KEEP THIS IN MIND...

If you are bored by your essay – the admissions office will be bored too!

Write what you want, not what you think will impress the admissions office.

If your friend found your essay without your name on it and read it, they should be able to know who the writer was because it was clearly using your voice!



# RESOURCES

<https://hs.cvsd.net/services/school-counselors>

[www.thecollegessayguy.com](http://www.thecollegessayguy.com)

[www.nacacnet.org](http://www.nacacnet.org)

<https://bigfuture.collegeboard.org>



# STEP 3:

## Transcript Request Form (Blue Sheet)

- Transcript Request Form can be picked up in the HS /Student Services Office or [printed](#)
- Print and complete a form for **EACH** college

YOU MUST ALLOW 2 WEEKS FOR TRANSCRIPT AND MATERIALS TO BE PROCESSED!

Example: Deadline is November 30, must have request by November 15<sup>th</sup>!



# RECAP

**STEP 1: APPLY TO YOUR COLLEGES**

**STEP 2: LOG INTO NAVIANCE STUDENT  
AND ADD YOUR COLLEGES AND LETTER OF  
RECOMMENDATION REQUESTS**

**STEP 3: COMPLETE THE TRANSCRIPT  
REQUEST FORM (BLUE SHEET) AND RETURN  
TO STUDENT SERVICES/GUIDANCE OFFICE**

# AFTER ACCEPTANCE

- **SHARE YOUR NEWS WITH COUNSELORS TO INDICATE THE DECISION IN NAVIANCE STUDENT**
- **WAIT FOR FINANCIAL AID PACKAGES**
- **YOU HAVE UNTIL MAY 1 TO MAKE DECISION AND PAY YOUR DEPOSIT.**
- **NO SENIORITIS....COLLEGES WILL RESCIND ACCEPTANCE OFFER IF YOUR FINAL GRADES ARE NOT SUFFICIENT AND/OR DUE TO IRRESPONSIBLE SOCIAL MEDIA POSTINGS ON INSTAGRAM, TWITTER, FACEBOOK, ETC...**



# SENIOR YEAR – TIMELINE

## SPRING SEMESTER

1. Make sure FAFSA is complete
2. Respond to offers of admission and financial aid once you've received your financial aid packages
3. Continue **to apply for scholarships** (Naviance)
4. Submit deposit, due by May 1<sup>st</sup>
5. In June, request your final CV transcript and CHS transcripts (from colleges)


# SENIOR YEAR – CHECKLIST

## CHARTIERS VALLEY HIGH SCHOOL STUDENT SERVICES COLLEGE PLANNING CHECKLIST

12TH GRADE



- ☐ COMPLETE COLLEGE APPLICATIONS
- ☐ PAY ATTENTION TO APPLICATION DEADLINES
- ☐ REGISTER FOR THE SAT OR ACT (IN THE FALL)
- ☐ ATTEND COLLEGE ADMISSION COUNSELOR VISITS: SEE NAVIANCE TO REGISTER
- ☐ SET UP TOURS AND INTERVIEWS AT SCHOOLS OF INTEREST (MAKE APPOINTMENTS THROUGH ADMISSIONS OFFICE BUT ALSO CONSIDER SCHEDULING WITH FINANCIAL AID OFFICE AND SPECIFIC ACADEMIC DEPARTMENTS AS WELL)
- ☐ LETTERS OF RECOMMENDATION
  - ☐ TALK TO TEACHER/COUNSELOR IN PERSON TO ASK IF THEY WILL WRITE A LETTER
  - ☐ COMPLETE TEACHER/COUNSELOR RECOMMENDATION SURVEY IN NAVIANCE ("ABOUT ME").
  - ☐ SEND A THANK YOU AFTER COMPLETED

- ☐ FINANCIAL AID 
  - ☐ REGISTER EARLY FOR A PIN TO FILE THE FAFSA ONLINE
  - ☐ ENCOURAGE PARENTS TO ATTEND FAFSA COMPLETION WORKSHOP (FALL)
  - ☐ COMPLETE THE FAFSA (AFTER OCTOBER 1)
  - ☐ APPLY FOR SCHOLARSHIPS (POSTED IN NAVIANCE)
- ☐ HAVE OFFICIAL SAT/ACT TEST SCORES SENT BY TESTING AGENCY TO COLLEGES ON YOUR LIST
- ☐ VISIT COLLEGES YOU'VE BEEN ACCEPTED TO
- ☐ EVALUATE OPTIONS AND MAKE A COLLEGE SELECTION
- ☐ REGISTER, PREPARE AND TAKE AP EXAMS
- ☐ PICK A COLLEGE BY MAY 1ST & SEND IN YOUR NON-REFUNDABLE TUITION DEPOSIT
- ☐ INDICATE IN NAVIANCE APPLICATION STATUS FOR ALL SCHOOL APPLIED
- ☐ COMPLETE GRADUATION SURVEY





# QUESTIONS?



# SCHOOL COUNSELORS



**Lesley Kunkel** (A - F)

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**Danyelle Boyd** (O - Z)

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<https://hs.cvsd.net/services/school-counselors>