

QUICK COLLEGE APPLICATION REFERENCE GUIDE FOR SENIORS

College Application Instructions

- **Step 1:** Apply online on your college's website or using the Common Application (if applicable): www.commonapp.org
- **Step 2:** Request JCS transcripts through Naviance (see instructions below) and prepare to complete the SSAR if your college(s) request it. Students who have taken dual enrollment courses at JCS must request transcripts to be sent from Palm Beach Atlantic University directly via www.studentclearinghouse.org or Palm Beach State College via www.palmbeachstate.edu
- **Step 3:** Request test scores from the College Board and ACT to be sent to the college(s): ***Please do so ahead of time. These can take 4-6 weeks to process***
 - SAT www.collegeboard.org
 - ACT www.ACTstudent.org
 - AP www.apscore.org

*Some colleges may request additional documents such as recommendations, essays, self-reporting, SSAR, etc. It is your responsibility to check on your application status with each college to confirm that all required documents are received by the deadline (if applicable).

Important Information and Links:

Instructions for Requesting a ***Transcript*** through Naviance:

1. Sign in to Naviance (on the student account): <https://student.naviance.com/jupitercs> (zip code is 33458)
2. Click on "Colleges I'm applying to".
3. Request transcripts by selecting the school(s) in the check box on the left hand side and clicking the "+Request Transcripts" link.
4. Follow the directions to request your transcripts by clicking on sending "initial" transcript on the "Request College Application Transcript" page. Confirm the schools you wish to send are present and press the "request and finish" button at the bottom of the screen. Allow 48 hours for the request to be processed. Some may require us to send the transcript via mail and can take longer. Guidance begins sending transcripts after first semester has begun and schedule changes are no longer occurring.

Instructions for Requesting a ***Teacher Recommendation*** through Naviance:

1. Sign in to Naviance (on the student account):
<https://student.naviance.com/jupitercs>
2. Click on "Colleges".
3. Click on "Colleges I'm Applying to"
4. Be sure your college list is complete, if not, please edit
5. Scroll down to "Letters of Recommendation" and click on the prompt to visit "Letters of recommendation section."
6. Select "Add/Cancel Request"
7. Scroll through to select your Counselor or Teacher(s)
8. If you are applying with the Common Application, please request a counselor recommendation as it is required.
9. Please send your resume to Student Services and any teachers who are writing recommendation letters for you.

Instructions for reviewing scholarships through Naviance:

1. Sign in to Naviance (on the student account):
<https://student.naviance.com/jupitercs>
2. Click on "Colleges".
3. Click on "Scholarships and Money" at the bottom of the list
4. Then choose "Scholarship List"
5. View available scholarships

Scholarships and Financial Aid:

- Link for FAFSA (Free Application for Federal Student Aid): www.fafsa.ed.gov;
Available starting Oct. 1 of your senior year
- Link for college scholarship search: www.fastweb.com.
- The community foundation of Palm Beach & Martin Counties compiles a list of scholarships for students yearly that can be found at:
<http://www.yourcommunityfoundation.org/scholarships>
- Palm Beach County Schools compiles a list of scholarships on their website:
https://www.palmbeachschools.org/students_parents/scholarships_and_financial_aid

Student Athletes looking to play in college must register with the NCAA and NAIA by the end of their junior year:

- Link for NCAA: <https://web3.ncaa.org/ecwr3/>
- Link for NAIA: www.playnaia.org

Make sure you register and send transcripts to NCAA and NAIA through Naviance.