

The College Application Process and Naviance



HHS Counseling Department

Searching for Colleges

Naviance Home Self-Discovery Courses Careers **Colleges** Planner

Demo's F

Find Your fit

- College Home
- SuperMatch College Search
- College Match
- College Events
- Scattergrams
- Advanced College Search
- College Lookup

Research Colleges

- Colleges I'm Thinking About
- College Visits
- College Compare
- College Resources
- Acceptance History
- Enrichment Programs
- College Maps

Apply to College

- Colleges I'm Applying to
- Manage Transcripts
- Letters of Recommendation
- Test Scores

Scholarships & Money

- College-Specific Scholarships
- National Scholarship Search
- Scholarship Search
- Favorite Scholarships

SuperMatch College Search

About S

Choose Fit Criteria

Location

Academics

Admission

Student Life

Diversity

Institution Characteristics

Cost

Athletics

Your Fit Criteria

Saved Searches Choose one

Save
Search

0 selected criteria

Select Criteria To Start

To refine your results, use the arrows to move your criteria into the "Must Have" and "Nice to Have"

Must Have

A **Must Have** is anything you absolutely need to be happy and successful.

Nice to Have

A **Nice to Have** is anything that's important to you, but isn't an absolute must have.

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 in person or virtually and attend open houses when available



Deciding Where to Apply: Visit with Colleges

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

Sign up in Naviance

College Visits		Search for colleges
SEPTEMBER Thu 14 08:15AM	Case Western Reserve University 📍 Not Specified 2/50 seats are taken.	REGISTER BY Thursday, Sep 14 2023, 06:15AM View Details
SEPTEMBER Thu 14 08:30AM	Quinnipiac University 📍 Not Specified 1/50 seats are taken.	REGISTER BY Thursday, Sep 14 2023, 06:30AM View Details
SEPTEMBER Thu 14 09:30AM	Wilkes University 📍 Not Specified 1/50 seats are taken.	REGISTER BY Thursday, Sep 14 2023, 07:30AM View Details
SEPTEMBER Thu 14 01:30PM	College of Charleston 📍 Not Specified 9/50 seats are taken.	REGISTER BY Thursday, Sep 14 2023, 11:30AM View Details

College/Career Visit Calendar

Calendar

< SEPTEMBER 2023 >							
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
27	28	29	30	31	1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
				Case Western Reserve University [In-person Visit] 8:15 AM - 8:45 AM Quinnipiac University [In-person Visit] 8:30 AM - 9:00 AM Wilkes	Dartmouth College [In-person Visit] 8:15 AM - 8:45 AM University of Chicago [In-person Visit] 9:30 AM - 10:00 AM University of Connecticut [In-person]		

Students can also view colleges that are visiting on the Visit Calendar located on the Counseling website

Begin Applying to College

Students should begin on each individual college's website to determine how to apply and what supplemental materials are needed to complete the application (transcript, teacher rec, counselor rec, courses & grades, SRAR, etc.)

The college website details specific information for students that may not be found on other websites.

Then, students may use one of these methods to begin their application:

- Common Application
- Coalition Application
- Application on the college's website



Add College to Common App

Begin adding colleges to your Common App on the College Search Tab

DashboardMy CollegesCommon AppCollege SearchFinancial Aid

College Search

Application Requirements

College or City Name

Phila

Separate multiple search terms with a comma, e.g.: Washington, Boston

More filters

12 resultsSort by: College Name

Cairn University
Langhorne, PA - USA

+ Add

Chestnut Hill College
Philadelphia, PA - USA

+ Add

Drexel University
Philadelphia, PA - USA

× Remove

Holy Family University
Philadelphia, PA - USA

+ Add

La Salle University
Philadelphia, PA - USA

+ Add

The Common Application

Complete all sections of the Common App - there will be a green check mark when you have completed a section

The screenshot displays the Common App user interface. At the top left is the 'common app' logo. A navigation bar contains links to 'Dashboard', 'My Colleges', 'Common App' (which is highlighted), 'College Search', and 'Financial Aid'. In the top right corner, a user profile box for 'Amanda' shows her role as 'Practice Applicant', her CAID number '19104543', her email 'alynnehhs@gmail.com', and a 'Sign Out' button. Below the navigation bar, the 'Common App' section is active, showing a sidebar with options: 'Profile' (selected), 'Family', 'Education', 'Testing' (marked with a green checkmark), 'Activities', 'Writing', and 'Courses & Grades' (with a note '1 college(s) require'). The main content area is titled 'Profile' and includes a 'Preview' button. Under the 'Personal Information' header, there is a text input field for 'Legal first/given name*' containing the name 'Amanda'. Below this is a question: 'Would you like to share a different first name that people call you?' with radio button options for 'Yes' and 'No'. On the right side of the page, there is a 'Need help?' section with a search icon and a link to 'Read more'.

common app

Welcome, Amanda!
Practice Applicant Practice account FAQs
CAID 19104543
alynnehhs@gmail.com
Sign Out

Dashboard My Colleges Common App College Search Financial Aid

Common App

Profile

Family

Education

✓ Testing

Activities

Writing

Courses & Grades
1 college(s) require

Profile

Preview

Personal Information

Legal first/given name*

Amanda

Would you like to share a different first name that people call you?

Need help?

Need Help?

Please use the link below to look for an answer to your question. Answers to most questions can be found in [Read more](#)

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, under Post-High School Planning - Common App Education Section Help Sheet

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	6/2024
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
Marie Galzerano	mgalzerano@haverfordsd.net	610-853-5900 ext. 2575
Katie Jones	kjones@haverfordsd.net	610-853-5900 ext. 2576
Kevin Murphy	kmurphy@haverfordsd.net	610-853-5900 ext. 2572
Lauren Pellicane	lpellicane@haverfordsd.net	610-853-5900 ext. 2578

GRADES:

Graduating class size (approx.)	506
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 by clicking on About Me and then on My Account in Naviance.
GPA scale	5
GPA weighting	Weighted

CURRENT OR MOST RECENT YEAR COURSES:

Course scheduling system	Semester
--------------------------	----------

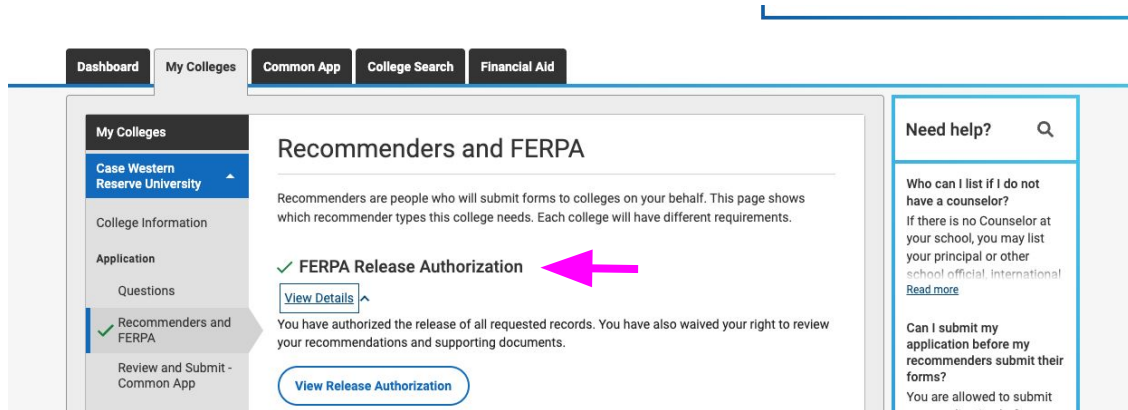
CLASS of 2024 CUMULATIVE WEIGHTED GPA BY DECILE:

10%	4.824 - 5.265	60%	3.491 - 3.763
20%	4.519 - 4.822	70%	3.184 - 3.479
30%	4.259 - 4.518	80%	2.850 - 3.178
40%	4.068 - 4.248	90%	2.372 - 2.828
50%	3.778 - 4.061	100%	0.629 - 2.347

Common App - FERPA Rights

Why waive your FERPA Rights?

- Waiving your right will let 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.



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

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 re submit your application to be considered.

Restrictive Early Action: 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 predetermined 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 Questions Section

Dashboard

My Colleges

Common App

College Search

Financial Aid

My Colleges

Case Western Reserve University

College Information

Application

Questions

Recommendations and FERPA

Review and Submit - Common App

Cornell University

Drexel University

Penn State

Princeton University

Rollins College

Rowan University

Saint Joseph's University

Questions

Preview

General

The questions on this page are being asked by Case Western Reserve University

Preferred start term*
Fall 2024

Preferred admission plan*
Choose an option -
Early Action
Early Decision
Early Decision II
Regular Decision

submit SAT or ACT results to complete your application. (Note that international students will need to submit proof of language proficiency.)

Dashboard

My Colleges

Common App

College Search

Financial Aid

My Colleges

Case Western Reserve University

Cornell University

Drexel University

Penn State

Princeton University

College Information

Application

Questions

Recommendations and FERPA

Review and Submit - Common App

Rollins College

Rowan University

Questions

Preview

General

Academics

Previous Applicants

Family Information

Writing

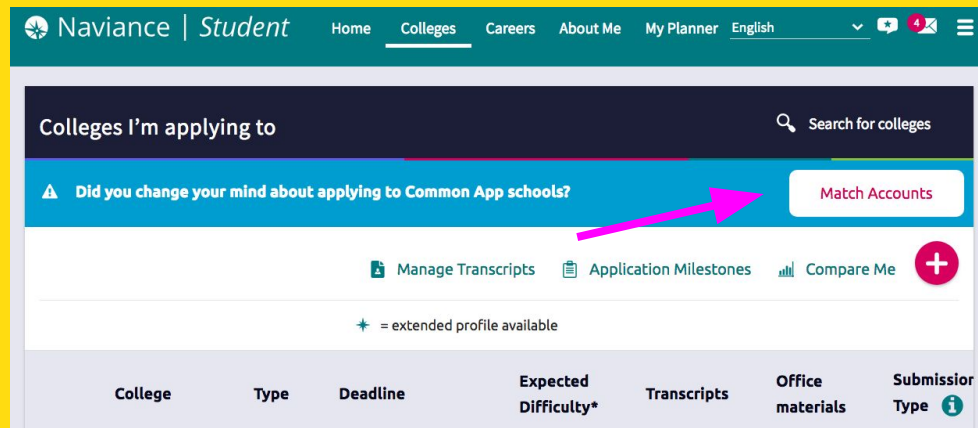
Your Voice

Princeton values community and encourages students, faculty, staff and leadership to engage in respectful conversations that can expand their perspectives and challenge their ideas and beliefs. As a prospective member of this community, reflect on how your lived experiences will impact the conversations you will have in the classroom, the dining hall or other campus spaces. What lessons have you learned in life thus far? What will your classmates learn from you? In short, how has your lived experience shaped you? (500 words or fewer)*

Press Alt/Opt+F10 from the editor to navigate to the toolbar, or Alt/Opt+0 for a list of keyboard shortcuts

Connect Common App to Naviance

- Once you have completed the Education Section in Common App and waive 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.



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



What should I do now?

Prepare Supplemental Materials

- Complete the Electronic Transcript Release Permission Form (in Naviance or Counseling Website)
- Complete Post-High School Planning Reflection and Activities Record in Naviance
- Request letters of recommendation from teachers
- Send SAT/ACT scores
- Request Transcripts and Counselor Letters of Rec via the Google Form in Naviance



How to Request Supplemental Materials

Transcript Request Instructions for Post-High School Applications - located on the Counseling Website, at the bottom of the home page of Naviance or in your Counselor's Canvas course.

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" or on the home page of Naviance at the bottom under Pages) 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 in Naviance (Click on the dropdown arrow next to your initials in the top right of the home page and then click **Surveys from Your School**) prior to requesting a transcript. **(If you have a question about whether or not your college requires a letter of recommendation, check Common App or the**

Transcript Release Permission Form

Must be completed once by each student prior to requesting transcripts. This Google Form is located on the main page of the High School Counseling website, in Naviance on the home page at the bottom under *Pages*, or in your Counselor's Canvas course.

Transcript Release Permission Form

Transcript Release Permission Form

Please complete this form prior to requesting a Transcript.
The Counseling Office will begin accepting Transcript Requests on September 20th.

 aalderfer@haverfordsd.net (not shared) [Switch account](#) 

* Required

Last Name *

Your answer

First Name *

Your answer

Advisory Section (Example: 2023 A) *

Your answer

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 *student initials dropdown and Surveys from your School* in Naviance.)
- Requested when the transcript is requested through the google form.

The screenshot displays the Naviance website interface. At the top, the Naviance logo and navigation links (Home, Self-Discovery, Courses, Careers, Colleges, Planner) are visible. A search bar and user profile icons are on the right. The main content area is divided into two sections: 'Quick Links' on the left and 'My Surveys' on the right. The 'Quick Links' section includes links for 'INTERESTING THINGS ABOUT ME', 'Resume', 'Game plan', 'Documents', 'Journal', and 'Survey history'. The 'My Surveys' section shows a list of surveys: 'Activities Record', 'Graduation Survey', 'Parent Information Sheet', and 'Post-High School Planning Reflection'. Each survey card indicates its status as 'NOT STARTED'. A blue arrow points from the 'Journal' link in the 'Quick Links' sidebar to the 'Post-High School Planning Reflection' survey card. Another blue arrow points from the 'Filter by' dropdown menu to the 'Activities Record' survey card.

Naviance
haverfordsd.net Bookmarks

Home Self-Discovery Courses Careers Colleges Planner

♥ Demo

Close Demo

Quick Links

INTERESTING THINGS ABOUT ME

- Resume
- Game plan
- Documents
- Journal
- Survey history

My Surveys

Filter by
All progress

Activities Record

NOT STARTED

Graduation Survey

NOT STARTED

Parent Information Sheet

NOT STARTED

Post-High School Planning Reflection

NOT STARTED

Requesting Teacher Letters of Rec

- Students should request teacher letters AFTER they have made a face-to-face or personal email 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.



Research Colleges

♥ Colleges I'm Thinking About

College Visits

College Compare

College Resources

Acceptance History

Enrichment Programs

College Maps

Apply to College

Colleges I'm Applying to

Letters of Recommendation

Test Scores



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

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**



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

Welcome to Naviance

Welcome Seniors!

It has taken three years of hard work to get here and it may feel too early to talk about what comes after high school. But the truth is senior year will pass all too quickly. If you have not done so already, now is the time to start gathering information and making decisions about your post high school plans.

Listed below are some suggestions and resources for twelfth grade

[Read More](#)

[Additional Information from Your School](#)

Additional Information from Your School

Links

[College Planning](#)
[CollegeBoard](#)
[The ACT](#)
[Education Planner](#)
[NCAA Clearinghouse](#)
[FAFSA](#)
[Fastweb](#)
[Common App](#)
[Fair Test](#)
[Khan Acad SAT Prep](#)
[Counseling Website](#)

Pages

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

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.

SRAR - Self-Reported Academic Record

Some colleges require the SRAR instead of sending transcripts. Students will report all of their grades for their high school years. Unofficial transcripts can be used to enter data on the SRAR.

1. Submit application
2. Receive email from the college
3. Create account on college portal
4. Log in to SRAR and enter info

PARTICIPATING COLLEGES AND UNIVERSITIES	FIRST YEAR U.S. APPLICANTS
Clemson University	Required
Florida Atlantic University	Required
Florida State University	Required
New York University (NYU)	Required
Northeastern University	Required
Pennsylvania State University	Required
Rutgers University, Camden	Required for current high school students
Rutgers University, Newark	Required for current high school students
Rutgers University, New Brunswick	Required for current high school students
Texas A&M University	Required
United State Air Force Academy	Required
University of Delaware	Required
University of Florida	Required
University of Minnesota Twin Cities	Required
University of Oregon	Required
University of Pittsburgh	Required
University of Rhode Island	Required
University of South Florida	Required
University of Tennessee, Knoxville	Required
University of Texas at Arlington	Required
University of Texas at San Antonio	Required for current high School students
University of West Florida	Required
Virginia Tech	Required

College Athletes

- NCAA potential athletes preparing to enroll at a Division I or Division II school must register with the NCAA Eligibility Center at www.eligibilitycenter.org.
- Add NCAA as a college in Naviance and request your transcript to be sent.
- Counseling Office will submit an official transcript to the NCAA eligibility center at the time of registration, at the end of six semesters and upon graduation.
- Send your SAT/ACT test scores to the NCAA Eligibility Center. Ask your testing agency (College Board, ACT) to send your scores using code 9999.

How does everything get there?

Application, essays,
application fee, SRAR
(Self-Reported Academic
Record)



Submitted by student

SAT/ACT Scores



Requested by student in
CollegeBoard and ACT
portal 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

TEAMWORK MAKES THE DREAM WORK

STUDENT:

- Application/application fee
- Attend in-person and virtual college visits
- Transcript Release Permission Form
- Post High School Planning Reflection & Activities Record (If counselor letter required)
- Complete the FERPA Waiver in Common App
- Match their Common App & Naviance accounts
- Add colleges & update Naviance
- Request teacher letters of recommendation in Naviance
- Send SAT/ACT scores
- Complete Transcript Request & Counselor Rec request (if required)

COUNSELOR:

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

Processing Timeline

- There is a 15 school day processing timeline for transcript requests/letters of recommendation.
- You can access the chart for common deadlines on the main page of the Counseling website.

College Application Deadline	Transcript Request Deadline
October 15, 2023	September 20, 2023
November 1, 2023	October 6, 2023
November 15, 2023	October 19, 2023
December 1, 2023	November 3, 2023
December 15, 2023	November 20, 2023
January 1, 2024	November 30, 2023

Financial Aid

- The Free Application for Federal Student Aid (FAFSA) opens in December 2023 - 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**



FAFSA Completion Night

The Haverford High School Counseling Department is sponsoring a **FAFSA Completion Night**. **This event is for senior families with students entering post-secondary institutions in Fall 2023.** It will be conducted by a representative from PHEAA (PA Higher Education Assistance Agency).

Date: Monday, January 8, 2024

Where: In-person @ HHS

When: 2 sessions - 6:00pm-7:00pm **and** 7:00pm-8:00pm

A sign-up genius will be sent out closer to the date to register.

Scholarships & Grants

Most \$ a student receives comes from the institution

Available in Naviance

- Scholarship list
- Create a profile with SallieMae Scholarship platform

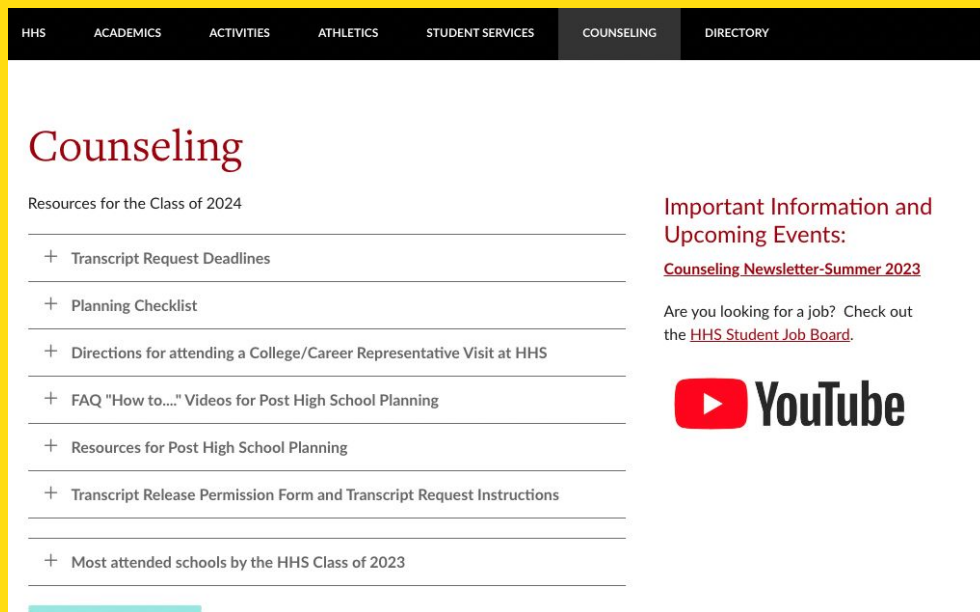


Opportunities for Help with College Apps

- College App/Common App completion help days:
 - **September 20 & 21st in the Mezzanine**
- Essay Writing - resources are available for students on the Counseling website under Post High School Planning
 - *Writing the Admission Essay*
 - *Considerations for Writing your College Application Essays (video)*
- Students can schedule an individual meeting with their counselor by accessing the calendar with their QR Code or through Canvas

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 'Counseling' section of a website. At the top is a black navigation bar with white text links: HHS, ACADEMICS, ACTIVITIES, ATHLETICS, STUDENT SERVICES, COUNSELING (highlighted), and DIRECTORY. Below the navigation bar, the word 'Counseling' is written in a large, dark red serif font. Underneath, the text 'Resources for the Class of 2024' is followed by a list of seven items, each preceded by a small '+' icon and separated by horizontal lines. To the right of this list, the text 'Important Information and Upcoming Events:' is followed by a red link 'Counseling Newsletter-Summer 2023'. Below that, another line of text asks 'Are you looking for a job?' and points to a red link 'HHS Student Job Board'. At the bottom right is a large YouTube logo.

HHS ACADEMICS ACTIVITIES ATHLETICS STUDENT SERVICES COUNSELING DIRECTORY

Counseling

Resources for the Class of 2024

- + Transcript Request Deadlines
- + Planning Checklist
- + Directions for attending a College/Career Representative Visit at HHS
- + FAQ "How to...." Videos for Post High School Planning
- + Resources for Post High School Planning
- + Transcript Release Permission Form and Transcript Request Instructions
- + Most attended schools by the HHS Class of 2023

Important Information and Upcoming Events:
[Counseling Newsletter-Summer 2023](#)

Are you looking for a job? Check out the [HHS Student Job Board](#).

 YouTube

We are here to help!

Let's work together.

-HHS Counselors