

MCST COLLEGE APPLICATION PROCESS

Step 1 -- Create a Common App account:

Register on Common Application (www.commonapp.org) and note your **username and password**. (Please note: If you are applying to any common app schools, you must complete the steps below).

Step 2 - Match Common App to Naviance & Sign the Common App FERPA Waiver:

This is a mandatory step. If you do not match, we cannot submit materials for you

1. Log in to your Naviance account.
2. Click on '*Colleges I'm Applying To*' -> click Match Accounts (pink)
3. Enter your common application email address and date of birth in the box.

Tips to successfully match accounts:

- Make sure you enter the **email address** that you chose for your Common App account.
- Make sure your **last name** matches on your Family Connection profile and your Common App account.
- Make sure your **first name** or **date of birth** matches on your Naviance profile, your Common App account, and in the FERPA box.

Since our school uses Naviance to submit school forms, you must submit the FERPA (Family Educational Rights and Privacy Act) decision within the Common Application account.

Step 3- Adding Colleges:

1. Log into Naviance
2. Check your "*Colleges I'm applying to*" list and make sure ALL schools are listed. If a school is not listed, please add it. Schools you've already listed in Common App populate automatically, while others may not.
3. You **MUST** choose 'Application Type' to populate a deadline for your counselor and teachers to see – rolling, early decision, early action, etc.
4. Next select how you will submit your application - via Common App or directly through the college's website.
5. Do not click "add and request transcript" unless you plan to apply to that college in the next 10 school days. You should go back into Naviance when you're ready to apply to request transcripts at the appropriate time.

Step 4 - Transcript Requests:

When you request a transcript in Naviance, it lets your counselor know that you are applying to that school and you would like your transcript sent there. The deadline your counselor sees is based on what YOU input in the “application type” dropdown when you edit your “colleges I’m applying to” section of Naviance.

You must request your transcripts and teacher letters of recommendation through Naviance at least 10 school days before your deadline. Only request transcripts for schools that you are applying to.

1. Complete the [Transcript Release Authorization](#) if you did not already do so after your junior conference.
2. Go to your ‘Colleges I’m Applying To’ list.
3. Click ‘+ REQUEST TRANSCRIPTS’
4. Check the box for ‘Initial’ transcript only
5. Next, click the drop down next to “Where are you sending?” then check the box next to each college you are requesting for. Hit request & finish
6. Only request transcripts for schools you're actively applying to.

DO NOT REQUEST TRANSCRIPTS for Rutgers University or any other schools that use a Self Reported Academic Record (SRAR). See list of colleges that use the SRAR [here](#). You can find your transcript in Genesis or email Mrs. Kelly, kellyj@mcvts.org, for a copy.

REMINDER- NO transcript can be sent without a completed student brag sheet. Why? Because your counselor writes you a letter of recommendation that gets sent with the transcript. Most colleges require this. So, please fill out your brag sheet if you have not already done so at:

https://docs.google.com/forms/d/e/1FAIpQLSfCzYrztA_VK7H5yz-aK0-AboMAgMASaeC3KJ4CcBG2cB6KpA/viewform

Transcript Request Deadline Dates:

- October 15th Deadline: Request no later than September 29th
- November 1st Deadline: Request no later than October 18th
- December 1st Deadline: Request no later than November 14th
- January 1st Deadline: Request no later than December 9th

Step 5- Requesting Teacher Letters of Recommendations

1. Be sure to ask your teachers **in person** if they would be willing to write a letter of recommendation for you.
2. In Naviance, click ‘Colleges’ and “Letters of Recommendation” under Apply to College, to **electronically** request teacher recommendations.
3. Click Add Request, choose a teacher from the drop down, and choose “*current and future colleges I add to my Colleges I'm Applying To list*” unless your college requires specific teacher recommendations.

4. Provide your teacher with a [Teacher Brag Sheet](#).

*You can (and should) add a personal note (up to 3000 characters) to the teacher notifying them of your deadline, highlighting any important aspects of their applications (such as first choice schools, early decision applications, intended major or degree of study), or any special experiences from THEIR class that you may want the teacher to consider when writing a letter of recommendation. You can and should say THANK YOU as well.

5. Next, hit “Submit Request”.
6. **For schools requiring hard mailed items:** It is **YOUR responsibility** to notify your counselor and teachers if your college is listed on Naviance as a mail school.

Step 6- Sending Test Scores:

If your school requires the SAT or ACT, it is **your responsibility** to send your test scores. This can be done by logging on to collegeboard.com or actstudent.org.

Step 7- For ‘Self Reporting’ Schools

[Several schools](#) require you to ‘self report’ your high school information, including courses taken, grades, and GPA. If you are applying to a self report school, like Rutgers University, please see Genesis or a guidance secretary for a copy of your unofficial high school transcript.

To complete the SRAR, use the below information:

1. Your updated GPA is located in Naviance, under ‘*about me*’ -> ‘my account’ (top right of profile).
2. Your State ID (for Rutgers apps) is in the same location.
3. Your class size is **179**.
4. We do NOT report rank. If your institution is “requiring” rank, please see your counselor.
5. Your current courses are located in the genesis parent portal.*
6. Your previous courses and grades (transcript) are also located in the genesis parent portal. If you cannot access, email Mrs. Kelly at kellyj@mcvts.org for a copy of your transcript.*
7. How to Fill Out the ‘*Current Year Courses*’ Section:
 1. List all of the classes on your current schedule including your Structured Learning Experience.
 2. Do not include Self Directed Learning (study hall).
 3. Make sure your course titles exactly match your schedule/transcript.
 4. For CCM and other partner colleges, each course must be written exactly as it reads on your schedule.
 5. The level for college classes is DUAL ENROLLMENT.
8. Designated Course Credits:
 - a. All full year MCST courses are worth 5 credits.
 - b. All half year MCST courses are worth 2.5 credits.
 - c. MCST PE is worth 3.75 credits; MCST Health is worth 1.25 credits.
 - d. Structured Learning Experience (Internship) is worth 5 credits.
 - e. Your MCST Senior Capstone course is worth 5 credits.

- f. Your MCST Academy course (ex. EMT, Virtual Enterprises) is worth 5 credits.
- g. All CCM courses are all worth 2.5 high school credits per semester.

***Please note- Be very careful to accurately report all course titles, grades, and credits on your applications.**

Step 8- Filling out the ‘College & Universities’ Section of Common App:

Indicate the number of colleges you will receive dual credit from. HCS students receiving Rutgers credit, or E&L students receiving Seton Hall credit should select 2. Select dates accordingly.

Step 9 - Filling out the ‘Current Year Courses’ Section of Common App:

1. List all of the classes on your current schedule including your Structured Learning Experience.
2. Do not include Self Directed Learning (study hall).
3. Make sure your course titles exactly match your schedule/transcript.
4. For CCM and other partner colleges, each course must be written exactly as it reads on your schedule.
5. The level for all college classes are considered DUAL ENROLLMENT.

Additional Information

GUIDANCE FAQ PAGE

School Address:

Morris County School of Technology
400 East Main Street
Denville, NJ 07834

Guidance Fax: 973-627-4738

CEEB/School Code: 310281

School Counselor Contact Information:

Ashley Brooks
brooksa@mcvts.org
973-627-4600 x221

Ms. Katz
katzj@mcvts.org
973-627-4600 x205

Marisa Dillon
dillonm@mcvts.org
973-627-4600 x220

Important Websites

Naviance/Family Connection: <http://connection.naviance.com/MCST>

Common Application: www.commonapp.org

SAT/CollegeBoard: www.collegeboard.com

ACT: www.actstudent.org