

2024-25 COLLEGE APPLICATION GUIDE



EACH COLLEGE MUST HAVE 2 “ITEMS” TO CONSIDER YOUR APPLICATION COMPLETE AND BEGIN THE PROCESS OF MAKING AN ADMISSIONS DECISION:

1. APPLICATION!

Your application is complete when you have previewed the entire application, signed electronically, and paid the fee. You must do this separately for EACH college’s deadline!

2. CHS TRANSCRIPT! *(This can be done prior to finishing application.)*

You must request an official transcript be sent to each college through NAVAIANCE. *(See Page 5)*

You must give you counselor AT LEAST 3 SCHOOL DAYS TO COMPLETE YOUR TRANSCRIPT REQUEST! This also cannot happen instantly, overnight, or when school is closed. Please plan ahead and do not wait until the last minute.

Note: An unofficial transcript submitted via Self-Reported Academic Record (SRAR) is not the same.

***SOMETIMES OPTIONAL: TEST SCORES!** *(This can be done prior to finishing the application.)*

NOTE: Many schools are now allowing students to apply with or without ACT/SAT scores. This is an individual decision. Please consult the resources for each school (conveniently also linked in Common App) before making your decision.

If you indicate that you are sending test scores, you must send test scores directly from the testing agency to EACH college. The scores must reach the college before the deadline. This cannot happen instantly or even overnight. Self-reporting on the application does not count as meeting the deadline.

If you indicate that you are applying without test scores, colleges cannot consider them even if you send them through the testing company or self-report them on the application.

2 WAYS TO APPLY:

Individual School Applications	Universal Applications
<ul style="list-style-type: none">• Accessed through each school’s website• Sometimes faster than universal applications• Beneficial if only applying to a few schools and no universal application schools• Essay topics may differ from school to school<ul style="list-style-type: none">• If applying to multiple schools, requires applicants to enter the same information multiple times• Not all schools have individual school applications	<ul style="list-style-type: none">• Common Application is the most widely used<ul style="list-style-type: none">• Accessed through an outside website• Time-consuming to initially complete• Beneficial if applying to multiple schools• Common essay submitted for each school• Convenience of one portal to manage all applications• Not all schools are on the Common Application

For a step-by-step guide to completing the Common Application, refer to the rest of this packet. ☺

FIRST THINGS FIRST: Matching Common Application to Naviance

You will need to MATCH your Common Application account to your NAVIANCE ACCOUNT.

The following information is also available in a [step-by-step tutorial video](#)
(The video link can be found on the Guidance website!)

You cannot match accounts until you have done four things first:

- A. **Create a Common App account** on commonapp.org by selecting “Apply Now.”
 - Use an email address you check often or create one you AND your parents can access for all college correspondence.
 - DO NOT USE YOUR SCHOOL EMAIL ACCOUNT! It cannot receive messages from non-school accounts!
 - Write down your password or save it in your phone!
- B. **Find and add your current high school.**
 - Go to the “Education” section.
 - Choose the correct “Centerville High School” in Dayton, OH, CEEB Code: 360850
 - Date of Entry: August 2021 Graduation Date: May 2025
- C. **Add at least one college to your Common App.**
 - Click on “College Search” to select at least one university/college you want to apply to. Click the box next to the college name and select “add.” **Once added, you can view the college’s deadlines, application fees, required recommendations, required essay/other writing supplements. It is YOUR responsibility to have all sections submitted by the college’s deadline!**
 - NOTE: You can add and delete colleges at any time, but application requirements and sections change for each school. Please add at least a few before your start working on your application.
- D. **Sign the FERPA Release and Authorization Form**
 - Go to the “My Colleges” tab and choose one the college you just added.
 - Select the section “Recommenders and FERPA.”
 - Select “Complete Release Authorization” and you will then be provided with more information about FERPA.
 - You must decide if you will be waiving your right to view your recommendations and supporting documents submitted on your behalf. While you do not have to waive your right, many recommenders will not submit information if you do not (much like a sealed envelope with a recommendation inside should not be opened by the student). There is a link to view a YouTube video further explaining FERPA under this section.
 - You must acknowledge that you understand the FERPA information in order to continue.
 - You must acknowledge that this decision applies to each school on your list, and then you will be given 2 options:
 - To waive or not to waive your rights to review all recommendations and supporting documents
 - **YOU MUST CHOOSE ONE OR THE OTHER or the FERPA will not be complete and you cannot match with Naviance or submit applications.**

VERY IMPORTANT: DO NOT ENTER YOUR COUNSELOR OR TEACHERS’ INFORMATION IN THE RECOMMENDERS SECTION OF COMMON APP. You will add them later in NAVIANCE.

STOP! TIME TO MATCH!

Close Common App, and open a new browser and log on to your Student Naviance account to match.

- Once logged on, select the “Colleges I’m Applying To” in the “My Favorites Section.”
- At the top, you will see a red banner, indicating that you need to match your Common App account.
- **Select “Match Accounts.”**
- A new tab will open in your browser with the Common App log in screen. Log in to Common App in this browser.
- Select “I agree” to authorize Common App to connect with Naviance and then select “Connect.”
- You will be redirected back to Naviance, and the colleges listed in Common App should now appear in Naviance on the “College I’m Applying To” list. You can continue to modify this list in Common App as well as add non-Common App schools directly through Naviance.

BACK TO COMMON APP: Completing the application

1. Select the “Common App” tab and complete each section. Once completed, you will see a green check mark next to each section. You must complete these sections prior to finishing the rest of the application. Here are some tips for each section:

Profile:

- Anything with a red asterisk is required (not required to answer questions regarding religion, armed forces status, race)
- Common App Fee Waiver – must be eventually be approved by your guidance counselor electronically

Family:

- You need to know your parents’ occupations, name of employer, and level of education.

Education:

- Choose the correct “Centerville High School” in Dayton, OH, CEEB Code: 360850
- **Date of Entry: August 2021 Graduation Date: May 2025**
- Counselor’s Info: See Senior Conference Handout or website
- Only enter in college/university level courses if you’ve earned or are earning college credit from your block as a part of College Credit Plus or Credit Flex. (Do NOT count AP courses)
 - All CCP courses or Credit Flex courses (whether at CHS or through colleges) are considered “dual enrollment.”
- **Class Size: 691**
- **Class Rank Reporting: None**
- **GPA Scale: 4 (this means an “A” = 4.0)**
- **Cumulative GPA – see your copy of your transcript from your senior meeting with your counselor**
- **GPA Weighting: Weighted if you’ve taken honors or CCP level courses; Unweighted if you have not**
- List all senior year courses and do NOT abbreviate their titles
 - Choose AP if taking an AP level course
 - Choose Honors if taking an Honors level course
 - Select Dual Enrollment for any CCP courses
- May list up to 5 honors (awards) earned within 9-12 grade, such as AP Scholar, current NHS candidate, or any other specific awards you have earned. Start with your top honor. You could also list that you are on-track to graduate with certain honors, including Summa Cum Laude (>4.5 GPA), Magna Cum Laude (4-4.499 GPA), or Cum Laude (3.5-3.99 GPA)

Testing:

- **If you plan to use ACT/SAT scores in your application, you MUST send your official ACT and/or SAT Test scores to your university/college directly from the testing company – visit actstudent.org or collegeboard.org**
- You can choose to self-report any of your test scores on Common App OR you can opt-out and not report any since you will send them via the testing company
 - Note: Even if you self-report, official scores must be sent as soon as possible. This includes: ACT, SAT, and SAT Subject
 - You’ll select the tests, number of scores you want to report from that test, number of future sittings for that test, composite score, and each section score (ACT/SAT) with the date that you earned that score
- **AP Scores:** You can self-report AP scores and expected future AP tests as part of the application process. Most schools do NOT require you to send AP scores via College Board until you decide to enroll there and plan to use the credits.

Activities: You have the option of reporting 10 activities. Be ready to report the activity type, leadership position (if held), years of participation, timing of participation, hours spent per week, weeks spent per year, and if you intent to participate in a similar activity in college.

Writing:

- Some colleges require submission of the personal essay, but not all. You may submit a personal essay to any college, even if it is not required by that college. If not required by a college, you will be given the option during submission to include your essay or not for that college.
- The essay must be pasted in or typed directly in the box. You have 250-650 words and must select a prompt to answer
- **When you save, you will not know if the formatting took. You will need to wait until you Preview to check the formatting. Check as italics, bold, and underline make the text increase in size and occasionally cuts out text.**
- There is also an option for two optional writing fields: relevant effects of Covid19 as well as any other additional information.

COURSES & GRADES – this section will only appear once you have added a college that requires it

- Answer “YES” to the first initial question.
 - While you can say “No” to indicate that you do not have access to your transcript, you do. It might be questionable if other students from your high school self-report their grades and you do not. Colleges will receive your “official” transcript directly from the school counselor after you complete a Transcript Request Form, but self-reporting “unofficially” is expected.
- Obtain a copy of your unofficial transcript from your guidance office. (There is no fee for this.)
- Proceed to the 9th grade tab and follow the Course Assistant for the first time. (You can skip this later, but at least complete it the first time.) **Do NOT enter middle school courses in 9th grade!**
 - School years: 9th (21-22); 10th (22-23); 11th (23-24); 12th (24-25)
- Grading Scale: “Other” Schedule: “Semesters”
- Enter the first course name from 9th grade exactly as the transcript says.
- Choose the most appropriate subject for that course
 - “Regular/Standard” – all CHS courses without Skills (not including Life Skills) or Honors/AP distinction
 - “Accelerated” – only use for summer coursework
 - “Honors” – CHS courses with the “Honors” distinction, but not AP distinction
 - “AP” – AP courses, including HAP courses
 - “Dual Enrollment” – all CCP coursework
 - “N/A” – Skills level coursework
- Report Course Grades – only enter semester letter grades and symbols as they appear on your transcript. Do not enter a final grade. Enter the semester grade in the semester in which you took the course.
- Report Course Credits – enter credits as they appear on your transcript. Enter 1.0 in “Final” for yearlong courses. Enter the semester credit in the semester in which you took the course.

Example Transcript:

Year: 2015-2016 School Year **Grade:** 09
Building: Centerville High School

Course	Level	SM1	SM2	Credit
9 Modern World History Std.	1	A-		0.5
Biology 1	1	A-	A	1
Concert Band	1	B+	A+	1
English 9 Enriched	1	B+	A-	1

Courses & Grades – 9th grade

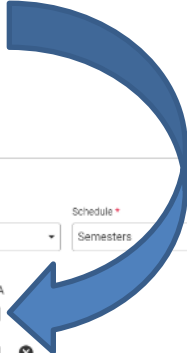
Use this grid to report your courses exactly as they appear on your transcript.

Transcript #1 - Centerville High School

School Name * School Year * Grading Scale * Schedule *

Centerville High School 2015-16 Other Semesters

Subject *	Course Name *	Course Level *	Semester Grades			Semester Credits			N/A
			S1 *	S2 *	Final *	S1 *	S2 *	Final *	
History/Social Science	9 Modern World History Std.	Regular/Standard	A-			0.5			<input type="checkbox"/>
Biology	Biology 1	Regular/Standard	A-	A				1	<input checked="" type="checkbox"/>
Art (Visual or Performing)	Concert Band	Regular/Standard	B+	A-				1	<input checked="" type="checkbox"/>
English	English 9 Enriched	Enriched	B+	A-				1	<input checked="" type="checkbox"/>



- Once you have used the Course Assistant the first time, you can continue to use it or enter straight into the course grid for each grade level. **Do NOT enter 10th grade courses in the 9th grade grid!**
- Continue to report courses for each grade level
- Courses for 12th grade – select “No” unless you completed a CCP course this summer.
- “Other Courses” – Enter middle school grades here. Use “P” for Pass.
- Finally, you may preview your entries to check your self-report. It probably will not be perfect. Do your best, and remember, the “official” transcript will be sent directly to the school when you request it in the guidance office.

2. From “Dashboard” you can click on the school name and answer each college’s questions and Review & Submit your entire Common App. Questions vary for each college. Here are some general tips, if applicable to your colleges:

Admission Plan: Make sure you select the correct Preferred Admission Plan. You will not be able to alter this after you submit. When in doubt, choose Early Action. This is non-binding and gives you the best chance of admission and make you eligible for scholarships. **MAKE SURE YOU SELECT THE CORRECT ADMISSIONS PLAN FOR EACH SCHOOL!**

Test Optional: Many schools are now allowing students to apply with or without ACT/SAT scores. This is an individual decision. Please consult the resources for each school's profile before making your decision.

Additional Information: This is a place to explain or clarify potential struggles or challenges you had. This may include shifts in your education, personal struggles that impacted your education, or difficulties with the law. Be authentic, but focus on remorse or the positive consequences. Don't feel you need to fill the 650 words.

Recommenders: See Page 2 regarding Matching with Naviance for instructions about the FERPA section.

DO NOT INVITE YOUR COUNSELOR, TEACHER, OR ADVISOR ON COMMON APP! (See "Back to Naviance" below.)

3. **Submit your application on Common App by each school's deadline. If you applying with test scores, the scores must be received by the college(s) by the application deadline directly from the testing company. Counselors cannot submit transcripts until you have matched Common App and Naviance. It is YOUR responsibility to make sure all parts of your application are in by this deadline.**
4. Check Common Application for the status of your application! **You will NOT be able to see the status of your counselor forms, transcript, or teacher recommendations on Common App.** You will see that on NAVIANCE when you log in and select "Colleges I'm Applying To."

**NOT USING COMMON APP
TO APPLY?**

→ Apply directly through the college's website,
add your college to "Colleges I'm Applying To" on Naviance,
and then follow the steps below!

BACK TO NAVIANCE: Requesting official transcripts and recommendations

TRANSCRIPTS: Official transcripts must be sent directly from CHS to the colleges/universities. (CHS does not send test scores.)

*The following information is also available in a [transcript video](#) and the video link can be found on the Guidance website!

- You will need to log-on to Naviance as a student using your Centerville Google account.
- There are 3 ways to request transcripts in Naviance:
 1. **Go to the "Colleges I'm Applying To" and view your list of schools.**

If you are applying via Common Application, your colleges should be there already, but if you are applying to other schools directly, you will need to add to this list in Naviance. (Note: When adding a school to the list, you will have the option to "Add Application" or to "Add and Request Transcript" at the same time.)

 - Use the checkboxes to the left of each school to select the school(s) to which you are requesting a transcript be sent.
 - After selecting the school(s), select "Request Transcripts" on the upper right.
 - Select "Initial Transcript" then "Request and Finish."
 2. **When moving college from the "College I'm Thinking About" List to the "Colleges I'm Applying To" List**
 - Go to the "Colleges I'm Think About" and select the school(s) you would like to apply to.
 - Select "Move to Application List."
 - You will be given the option to "Add Application" or "Add and Request Transcript" at the same time.
 - Complete any remaining dropdown (like the right deadline!) and select "Request and Finish."
 3. **Use "Manage Transcripts" from the "Colleges" menu.**
 - Select the pink "+" button and "College Application Transcript."
 - Use the checkboxes or use the dropdown to search for school(s) and select "Request and Finish."

TEACHER LETTERS OF RECOMMENDATION: Letters of Rec. must be sent directly to the colleges. (CHS staff will use Naviance.)

Students should speak to the teacher personally to request a letter before adding them on Naviance.

*The following information is also available in a [recommendation video](#) and the video link can be found on the Guidance website!

- You will need to log-on to Naviance as a student using your Centerville Google account.
- Go to the "Colleges" menu at the top and select "Letters of Recommendation."
- Select "Add Request." (You must have colleges in your "College I'm Applying To" list to request a letter of recommendation.)
- First, from the drop down, select the teacher who you would like to write you letter of recommendation.
- Next, use the checkboxes on the left to select what schools you would like this letter to go to.
- Finally, select "Submit Request."

SELF-REPORTED ACADEMIC RECORD (SRAR)

Some colleges, like Miami University, Ohio University, and the University of Cincinnati, are beginning to use an independent website to allow students to self-report an academic record. **This is not required and does not take the place of submitted an official transcript through the appropriate CHS Guidance office.**

1. Go to <https://ssar.selfreportedtranscript.com/Login.aspx> to create your account
 - Use an email address you check often or create one you AND your parents can access for all college correspondence.
 - DO NOT USE YOUR SCHOOL EMAIL ACCOUNT! It cannot receive messages from non-school accounts!
 - Write down your password or save it in your phone!
2. Select the universities/colleges you want to apply to from the drop-down. Select Begin.
3. Enter your graduation month and year: May 2025
4. Under High Schools/Colleges attended, select "Add school." CEEB Code: 360850
5. Add Centerville High School (and any other previous high schools if necessary). You do not need to add any middle schools, even if you earned high school credit in middle school. Choose SEMESTER from course dropdown.

The screenshot shows a form titled "High Schools/Colleges Attended" with "Centerville High School" entered. The form includes fields for "Street Address" (CEEB Code: 360850, 500 E Franklin St, Centerville, OH 45459), "Dates of Attendance" (From: 08/2018, To: 05/2022), "Grade Scale" (radio buttons for Letter Grades, Number Grades, Letters & Numbers, Other), and a dropdown menu for "Most of my courses at this school are:" with "Semester" selected.

6. Enter your assigned counselor's information.
7. Enter your GPA and rank information.
GPA, Class Size and Class Rank – see guidance counselor from your Senior Conference. There is NO RANK!
GPA Weighting: Weighted if you've taken honors or CCP level courses; Unweighted if you have not.
8. Enter Core Coursework. IMPORTANT: Select "Semester" for final course grades!
 - Check/uncheck boxes to reflect the core course which you have completed. Select the appropriate level for each course and enter each semester grade.
 - Select "Pass/Fail – Pass" for courses with a "P" grade.

The screenshot shows the "Enter Core Coursework" form. It includes instructions, a "Selected School" field (Centerville High School - Centerville OH, 45459), and a dropdown menu for "Most of my final course grades are:" with "Semester" selected. Below is a table for "English Coursework" with columns for Select, Course Name, Exact Course Title, Course Taken, Course Level, Course Length, and Grade.

Select	Course Name	Exact Course Title	Course Taken	Course Level	Course Length	Grade
<input checked="" type="checkbox"/>	ENGLISH 9	ENGLISH 9	9th Grade	Honors	Semester	First Semester: A+ Second Semester: A+
<input checked="" type="checkbox"/>	ENGLISH 10	ENGLISH 10	10th Grade	Standard	Semester	First Semester: A+ Second Semester: A+

Not all of your coursework will be reflected here, that is okay.

After completing the "Core Coursework" fields, you can edit each year to add courses that were not included in the Core fields.

9. You can now edit each year to add courses to reflect your full academic record. CHOOSE SEMESTER FOR COURSE LENGTH!

Enter 2018-2019 Coursework for Centerville High School

Instructions:

- Please reference your transcript or official score report when entering grades.
- Do not enter courses from memory.
- Do not round or estimate any grades
- Only enter courses taken during 2018-2019
- Re-display detailed instructions.

2018-2019 GPA

3.8

I have not received an annual GPA for this academic year.

Courses Were Taken in

9th Grade

Currently Entered Coursework

	Subject Area	Generic Course Title	Course Name	Course Level	Course Length	Semester/Term	Credits/Units	Grade	
<input type="checkbox"/>	English	ENGLISH 9	ENGLISH 9	Honors	Semester	First	0.5	A+	
<input type="checkbox"/>	English	ENGLISH 9	ENGLISH 9	Honors	Semester	Second	0.5	A+	
<input type="checkbox"/>	Mathematics	ALGEBRA 2	ALGEBRA 2	Standard	Semester	First	0.5	A	
<input type="checkbox"/>	Mathematics	ALGEBRA 2	ALGEBRA 2	Standard	Semester	Second	0.5	A	
<input type="checkbox"/>	Phys. Ed / Health / Gym	HEALTH EDUCATION	HEALTH	Standard	Semester	First	0.5	A+	
<input type="checkbox"/>	Fine Arts / Music	ART	ART I	Standard	Semester	Second	0.5	A	
<input type="checkbox"/>	Science	BIOLOGY	BIOLOGY I	Standard	Semester	First	0.5	A-	
<input type="checkbox"/>	Science	BIOLOGY	BIOLOGY I	Standard	Semester	Second	0.5	B	
<input type="checkbox"/>	Phys. Ed / Health / Gym	PHYSICAL EDUCATION	PE WAIVER	Standard	Semester	First	0	FFF	

Remove Selected Courses

Move Selected Courses

Add Course

Subject Area	Generic Course Title	Course Name	Course Level	Course Length	Grade
--Subject--	--Course--	Exact Title	--Level--	--Length--	--Grade--
					<input type="button" value="Clear"/>
					<input type="button" value="Save Course"/>

[◀ Back to Middle School Coursework](#)

[Back to Summary](#)

[Continue to 2019-2020 Coursework ▶](#)

10. Enter Exams gives you the opportunity to self-report standardized testing scores (ACT, SAT, AP, etc.).

Once completed, you can review the entire SRAR prior to signing and submitting. 😊