



# College Applications

Step by Step & How to use Naviance Student



# Application Types

- ▶ “Rolling Admission”: this means you can apply anytime and you will receive a decision within about 1 month of your application. Examples: Central Michigan University, Eastern Michigan University, Ferris, Grand Valley, Lake Superior State, Michigan Tech, Northern Michigan University, Oakland, Saginaw Valley, U-M Dearborn, U-M Flint, Wayne State, Western Michigan.
- ▶ “Early Action” (EA): This is an option available for example at University of Michigan Ann Arbor and Michigan State University for an early application. Normally the deadline is November 1<sup>st</sup>. When “Early Action” is available, meeting that deadline gives you a better chance at admission.
- ▶ “Regular Decision” (RD): If you miss the Early Action deadline, you can apply by the Regular Decision deadline, which is February 1<sup>st</sup> for example for both U-M Ann Arbor and MSU.
- ▶ “Early Decision” (ED): this is an option available at some very selective universities, like University of Chicago for example. It is a “binding” application process by which you commit to enrolling in a certain college if you’re admitted. You can apply to other colleges, but only apply ED to one college. If admitted, you must withdraw your other applications. This is a rare form of application, only for students who have their hearts set on one University. This requires a counselor sign off.



# Applying to College - Steps

1. Apply to the College or University of your choice, either directly on their website or through the Common App – add this information to Naviance. If you are using Common App, matching your account in Naviance will import all the information into Naviance. All college applications at CHS must go through Naviance.
2. Pay the College Application fee either on the college's website or on Common App.
3. Send an official high school transcript through Naviance.
4. Request Letters of Recommendation through Naviance.
5. If required, send an official SAT score through the College Board Website.




# Step 1 – Apply

- ▶ Go to the website of the college you are applying to and look at their application requirements and how they want you to apply.
- ▶ If you have the option to either apply directly through their website or by using the Common App, here is how to decide which system to use:
  - ▶ If you are applying to several colleges that use the Common App, it is more convenient to use the Common App because you get to fill one application that goes to all the colleges.
  - ▶ If you are applying to only one college that gives you the option to apply directly on the website or to use the Common App, it might be easier and faster to just apply directly on their website. Sometimes colleges offer you an application fee waiver if you use their direct application (example: EMU)
- ▶ If you choose to use the Common App, go to <https://www.commonapp.org/> and create an account for free. You need to connect this account to your Naviance account. Log in to Naviance and click on “Match Accounts” (after completing the FERPA waiver in Common App). See this video for more instructions: <https://www.screencast.com/t/gxEQkElyo1>
- ▶ Remember, only you can see your applications and your Common App account. So make sure to complete all questions and click on “Submit” at the end. In Common App, you will see “submitted” on the dashboard. You will receive a confirmation email from the colleges you have applied to.
- ▶ If you run into any issues or if you have questions about how to answer a question on your application, reach out to your school counselor.




## Step 2 - Paying the College Application Fee

- ▶ Your application will not be considered complete until you pay the fee.
- ▶ You can pay it at the end of your application if you are applying directly on the college's website or through Common App.
- ▶ Are you eligible to receive a Free or Reduced Lunch at the High School? If yes, you are eligible for a College Application Fee Waiver! Just contact your counselor to request one:
  - ▶ Tim Mann: [tman@chelsea.k12.mi.us](mailto:tman@chelsea.k12.mi.us) (734) 433-2201 ext. 1013 For seniors whose last names begin with the letters A – G
  - ▶ Daniela Bickel: [dbickel@chelsea.k12.mi.us](mailto:dbickel@chelsea.k12.mi.us) (734) 433-2201 ext. 1016 For seniors whose last names begin with the letters H – O
  - ▶ Dorvia Hill: [dthomas-hill@chelsea.k12.mi.us](mailto:dthomas-hill@chelsea.k12.mi.us) (734) 433-2201 ext. 1014 For seniors whose last names begin with the letters P – Z



# Naviance Login– no need for user name and password!

- ▶ On your I-PAD, search for the app: “Clever”
- ▶ A screen will open up with a blue button at the bottom “Login with Username/Password” – click on that
- ▶ You will see Chelsea School District. Click on “Login with Google”
- ▶ Under “Beach Links” click on the Naviance App
- ▶ Trouble logging in? Contact Mrs. Kay at [akay@chelseaschools.org](mailto:akay@chelseaschools.org) or 734-433-2243 for account support.



## Step 3 - Sending your official High School Transcript

- ▶ All high school transcripts at CHS are sent through Naviance
- ▶ It is important to indicate in Naviance how you are applying to the college – whether directly to the institution or through Common App.
- ▶ If you indicate in Naviance that you are applying via Common App, but you end up applying directly to the institution instead, the admissions representatives at your college will not be able to see your transcript.
- ▶ Even if you can request your transcript through a different system such as Send EDU through the college's website, it is important to also request it through Naviance for 2 reasons:
  1. You will need to send your final transcript through Naviance
  2. We use Naviance for statistics about college applications, so we need all college applications to go through Naviance.

# Step 4 – If Letters of Recommendation are required:

## Letters of recommendation from teachers:

- ▶ As you research application requirements for each college you want to apply to, make a note of how many letters of recommendation are needed from teachers.
- ▶ Official requests for letters of recommendation must go through Naviance. Do not invite recommenders through the Common App.
- ▶ Usually if letters are required from teachers, they need to be academic/core subject teachers. If there is a teacher you would like to write for you from an elective subject, you can add that letter as an extra (beyond the number required from academic teachers).
- ▶ Think of which teachers know you best. Pick teachers you had recently. Pick teachers in your field of interest, if you already know what your major will be in college. Have a conversation with the teacher you want to ask for the letter and make sure to give them plenty of time - at a minimum 2 weeks.
- ▶ CHS teachers receive many requests for letters of recommendation, so please do not ask different teachers to write for different colleges.
- ▶ It is not a good idea to send many additional letters. If 2 are required, send 2 (or 3 maximum, if you have an elective teacher you would like to add).
- ▶ Once the teachers let you know they are willing to write the letter for you, invite them officially through Naviance. Go to "Colleges I'm Applying to", scroll to the bottom of that page and you will see "Letters of Recommendation Section". Click on that link, then pick the teacher's name from the drop-down list. Click on "send to all colleges".



# Step 4 – If Letters of Recommendation are required:


## Letters of recommendation from counselors:

- ▶ Students can request a letter of recommendation from the counselor if it is required by the college. Often, they are not required. Colleges prefer to have teachers' letters of recommendation because teachers have specific information about what qualities students display in classes and in academic content areas. The information that counselors have can be redundant, since the student fills it out in the application. The University of Michigan and Michigan State University do not require a letter of recommendation from a counselor (and neither do EMU, CMU, WMU, Michigan Tech, etc).
- ▶ **Exception:** It would be appropriate to request a counselor letter of recommendation if the student experienced a dip in grades one year due to a death in the family for example, and the student gives permission to the counselor to share that information with the college.
- ▶ **Addressing scheduling conflicts:** we submit a 12th grade schedule with the transcript, so if your senior was unable to take a class they wanted, and they are worried because they are applying to a selective university, we can add a note to the schedule that we submit, explaining that there was a master schedule conflict so the student had to take a different course.



## Step 5 – SAT scores: are official scores required?

- ▶ Go to the website of the college you are applying to. Look at their application requirements to see if SAT scores are required or if they are optional.
- ▶ The college may allow you to self report your SAT score for now on the application and send it in official form after you accept their offer – if they allow to self report it will be a question on the application.
- ▶ “Official” scores are those sent directly from the College Board website.
- ▶ Go to <https://www.collegeboard.org/> and log in with your username and password. View your SAT score then find the link that says “score send” on that page.
- ▶ Each score send costs \$15. Make sure to order the score send ahead of your deadline. It takes 5-9 days for the score report to be delivered.



# Questions? Contact your school counselor – we are here to help!

- ▶ Tim Mann (A – G): [tmann@chelseaschools.org](mailto:tmann@chelseaschools.org)  
(734) 433-2201 ext. 1013
- ▶ Daniela Bickel (H – O): [dbickel@chelseaschools.org](mailto:dbickel@chelseaschools.org)  
(734) 433-2201 ext. 1016
- ▶ Dorvia Hill (P – Z): [dthomas-hill@chelseaschools.org](mailto:dthomas-hill@chelseaschools.org)  
(734) 433-2201 ext. 1014