The College Application Process

Class of 2026

Topics to be Reviewed

1. Creating Final List
2. Types of Applications
3. Decision Plans
4. Naviance Student
5. Requesting Transcripts
6. Requesting Letters of Recommendation
7. SAT/ACT scores and Test Optional
8. Decision Outcomes
9. Scholarships and Financial Aid

Creating Final List

- 1-2 “likely” schools
- 1-2 “probable” schools
- 1-2 “reach” schools
- Don’t apply to a school just to see if you can get accepted!

School Specific Application

VS.

common app

- Applying directly from a college's website
- Can be used when applying individually through a school's website
- All universities have the option for students to apply individually through their website
- Examples:
  - Georgetown

- Applying directly from www.commonapp.org
- Can be used when applying to multiple universities
- Over 1,000 universities participate
- Simplifies the admissions process by using one application

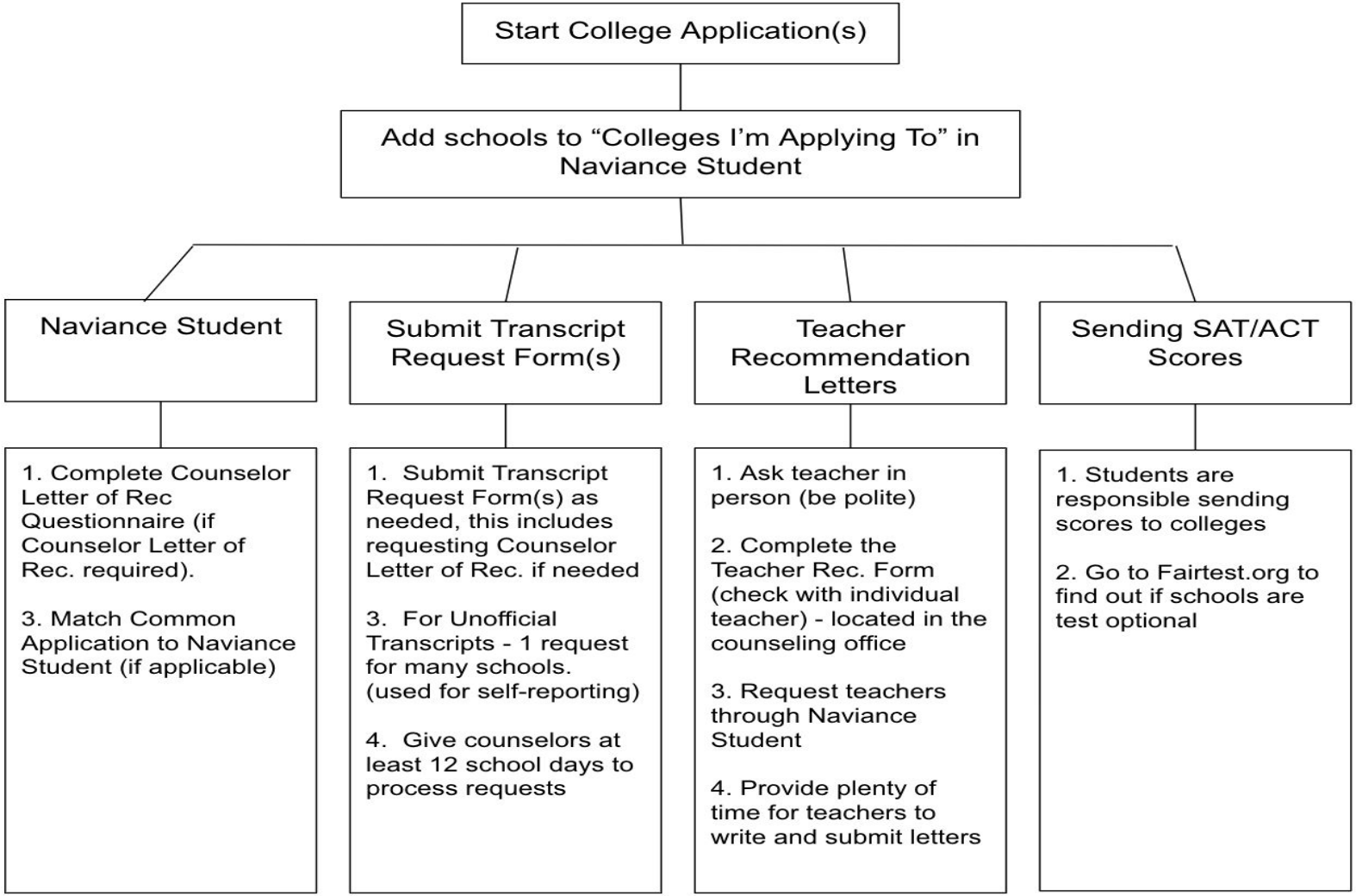
Common School Specific Questions

- CEEB Code for HHS? 391-765
- How many students in the senior class? 293
- Is my cumulative GPA weighted or unweighted? Both GPAs appear on your transcript. Use weighted when reporting GPA to colleges
- What scale is used to calculate my GPA? 4.0 scale
- What is my class rank? HHS does not rank. Select “no rank” when prompted or type “HHS does not rank.”

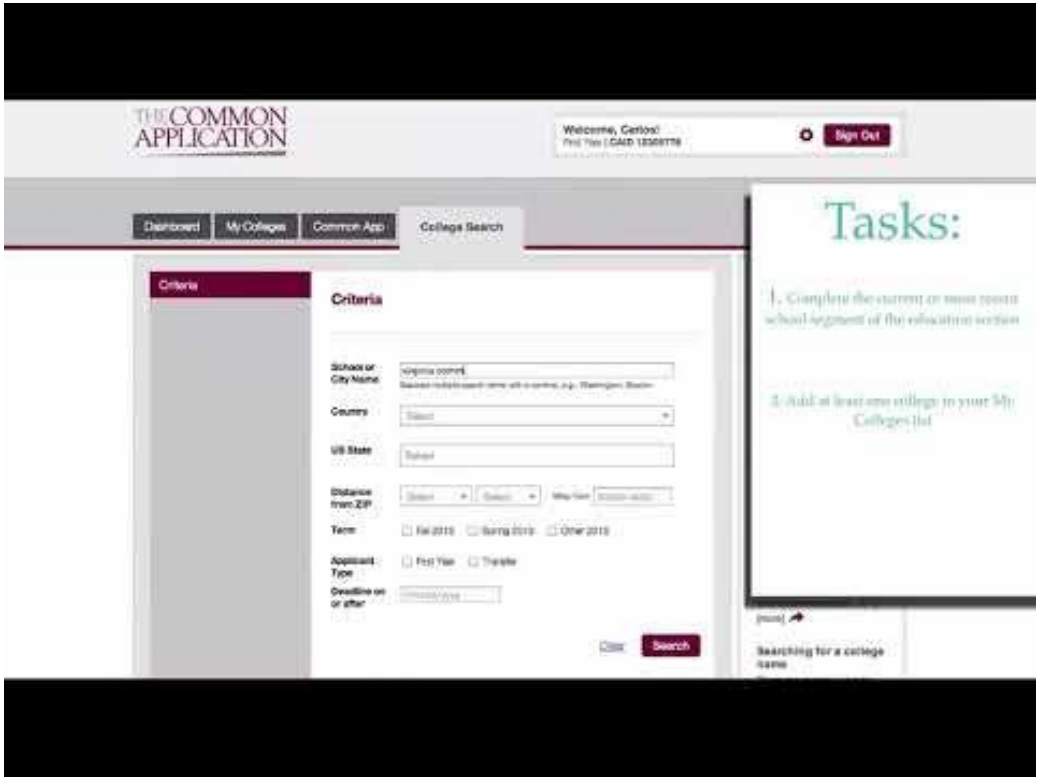
Decision Options

Decision Options	Common Deadlines	Commitment	Can apply to other colleges Early Action?	Can apply to other colleges Regular Decision?
Early Decision	~10/15, 11/1, 11/15*	Binding	Yes	Yes
Early Action	~10/15, 11/1, 11/15*	Non-binding	Yes	Yes
Restrictive Early Action	~October/November*	Non-binding	No	Yes
Regular Decision	~Feb. 1*	Non-binding	Yes	Yes
Rolling Decision	No Deadline	Non-binding	Yes	Yes

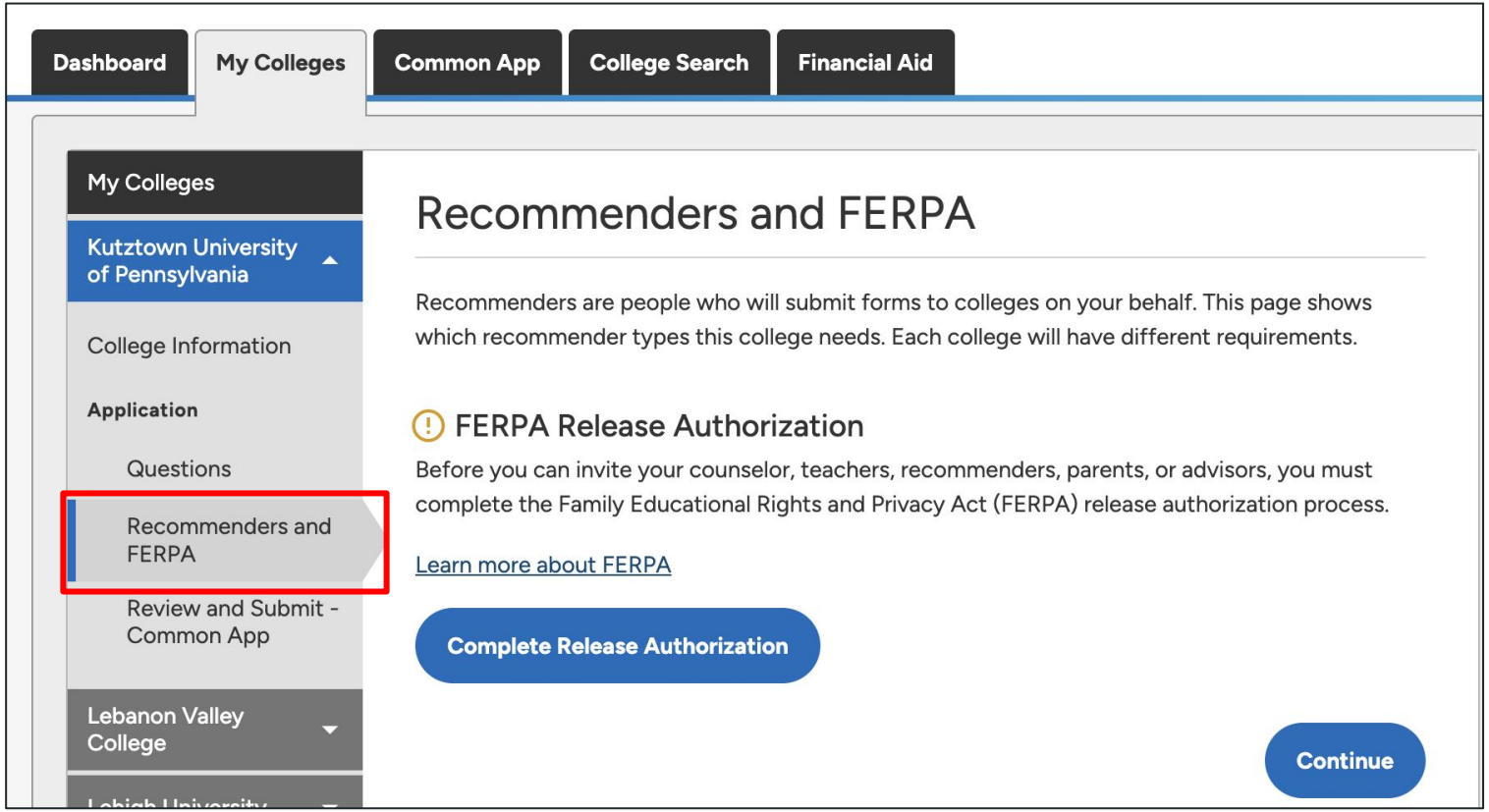
* Deadline may vary by college


Start College Application(s)
Add schools to “Colleges I’m Applying To” in Naviance Student
Naviance Student
1. Complete Counselor Letter of Rec Questionnaire (if Counselor Letter of Rec. required).
3. Match Common Application to Naviance Student (if applicable)
Submit Transcript Request Form(s)
1. Submit Transcript Request Form(s) as needed, this includes requesting Counselor Letter of Rec. if needed
3. For Unofficial Transcripts - 1 request for many schools. (used for self-reporting)
4. Give counselors at least 12 school days to process requests
Teacher Recommendation Letters
1. Ask teacher in person (be polite)
2. Complete the Teacher Rec. Form (check with individual teacher) - located in the counseling office
3. Request teachers through Naviance Student
4. Provide plenty of time for teachers to write and submit letters
Sending SAT/ACT Scores
1. Students are responsible sending scores to colleges
2. Go to Fairtest.org to find out if schools are test optional

How to Match Common App to Naviance Student



FERPA Waiver

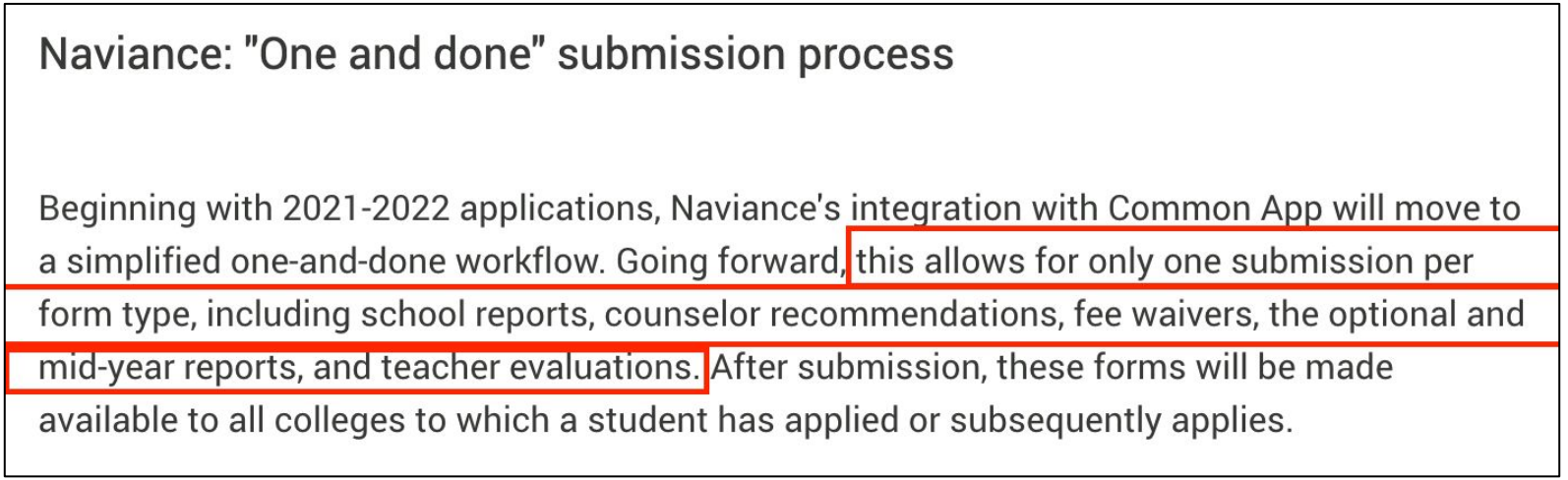


Naviance Student

Very Important Notice:

- Common App: After you Match Accounts when listing schools in Common Application, the school will automatically show up in “Colleges I’m Applying To”.
- Counselors will NOT send transcripts or Letters of Rec. until we receive a Transcript Request for that individual school from you as the student.

Naviance/Common App: One and Done



Naviance: "One and done" submission process

Beginning with 2021-2022 applications, Naviance's integration with Common App will move to a simplified one-and-done workflow. Going forward, this allows for only one submission per form type, including school reports, counselor recommendations, fee waivers, the optional and mid-year reports, and teacher evaluations. After submission, these forms will be made available to all colleges to which a student has applied or subsequently applies.

- Even if only ONE college you're applying to needs a counselor letter of recommendation, submit this transcript request form FIRST.
- Once your counselor uploads your transcript, they must indicate if you need a letter. They cannot re-submit later on.

Requesting Transcripts

Complete Transcript Request Form

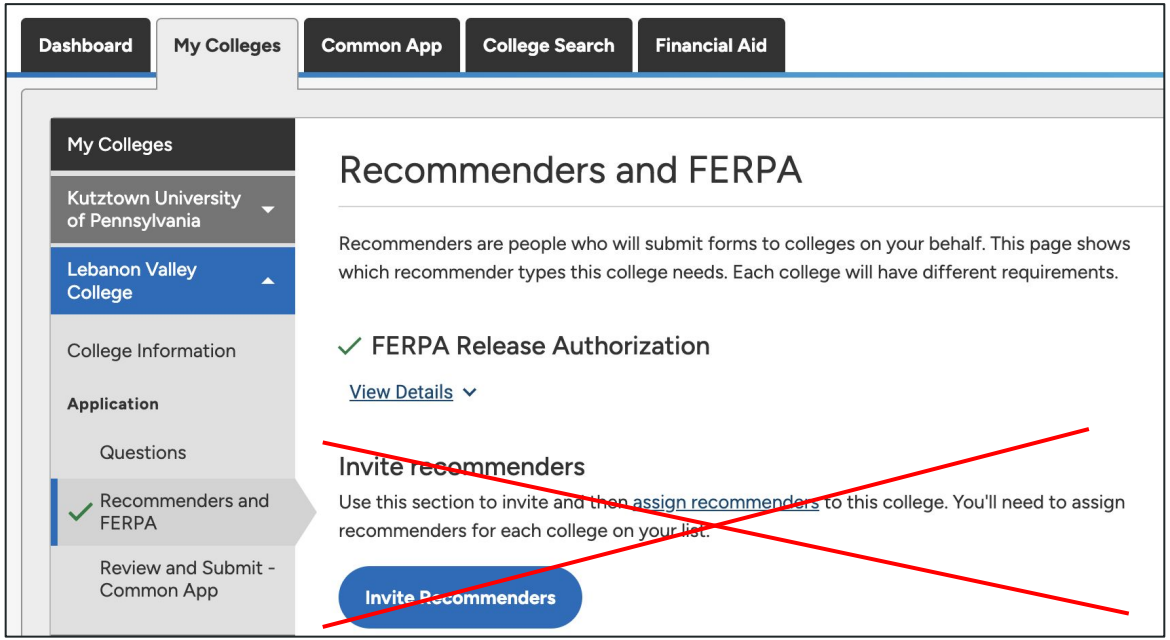
- TURN IN WELL BEFORE DEADLINE
- Provide counselors with at least 12 school days to process requests
- Make sure that you turned in your transcript release form that was received last week!

Teacher Letter of Recommendation

Every teacher is different— please, ask them directly to understand what materials they require to write your letter of recommendation. Some teachers may want you to obtain a teacher letter of recommendation form to write your letter of recommendation. Teacher letter of recommendation forms are available in the counseling office.

Teacher Recommendation (cont.)

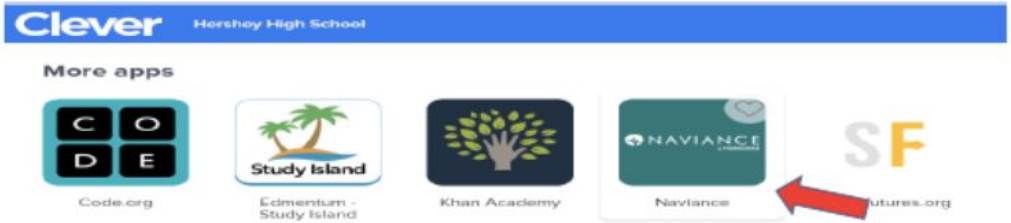
*Important: Do **NOT** request or invite a teacher to write a letter through your Common Application. You will only need to invite them through your Naviance student account.



1. Click the Clever icon on your iPad.

2. Use DTSD Network credentials to login.

3. Click on the Naviance icon.



Decision Outcomes

Accepted	You have until May 1st to notify the college
Rejected	Don’t take it personally
Waitlisted	You are a backup for the college. Notify the college immediately if you want to remain on the waitlist.
Deferred	You haven’t been accepted yet...but might be later. They want to see more from you such as more test scores & senior grades.

Please notify each college you’ve applied to once you’ve made a final decision on the college you will be attending - this will free up spots for other students to attend those colleges.

SAT/ACT

1. Student responsible for sending SAT/ACT scores to schools
    a. SAT - www.collegeboard.org
    b. ACT - www.actstudent.org
2. SAT/ACT Score Reporting
    a. **Score Choice -** Student decides scores to send from one test date
    b. **Super Scoring -** Highest section scores across all the dates you took the SAT's (all test scores viewed by college)
    c. **Reporting All-** Providing all scores earned

Refer to individual college websites for scoring policies

More Resources:

http://professionals.collegeboard.com/testing/sat-reasoning/scores/policy

Test Optional

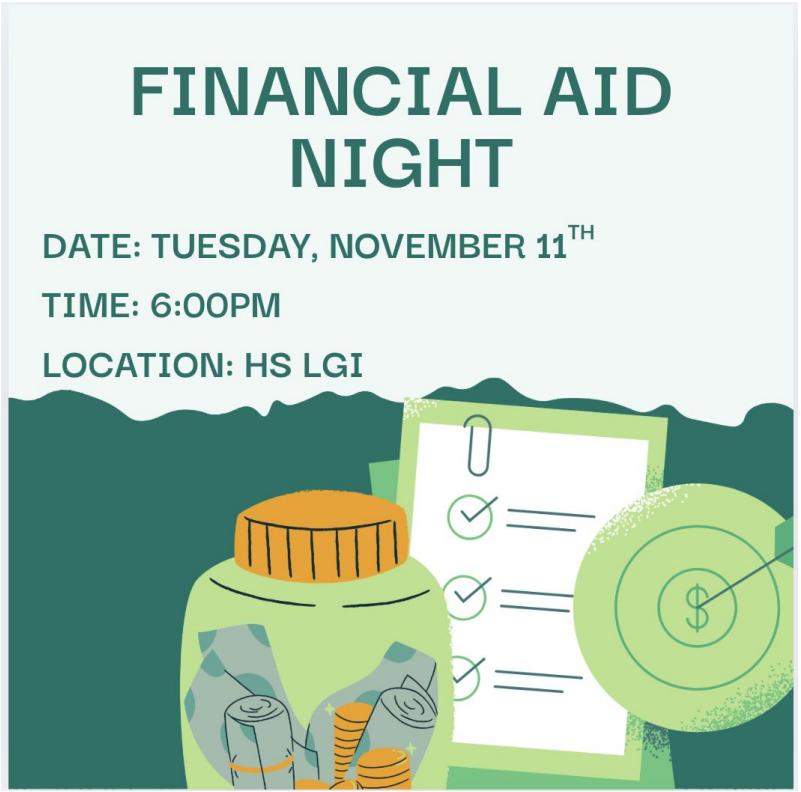
- Test optional schools DO NOT require the SAT/ACT.
- As of June 15, 2020, over half of America's colleges and universities will be test optional for the fall of 2024.
    - https://www.fairtest.org/more-half-all-us-fouryears-colleges-and-universiti

- A comprehensive list of colleges that are test-optional are listed on www.fairtest.org.

Scholarships

Students can create a free account through Going Merry and have access to thousands of local and national level scholarships! All grade levels are eligible to apply to scholarships, and Going Merry will match you with scholarships based on your eligibility.

Financial Aid Night



Instant Decision Day! *(October 15, 2025)*

During Instant Decision Day, college representatives from participating colleges or universities will visit HHS and conduct on-the spot admissions reviews. Meetings will take approximately 15 minutes and students will be notified immediately following the meeting of their decision outcome.

Seniors interested in applying to these institutions and would like to schedule an appointment can sign up and must submit their application materials to the institution prior to the deadline. Students will need to sign up by **October 8th at 11:59 pm.**

Sign up information will be sent via email and posted to the morning announcements next week!

***Penn State (will NOT be able to provide an instant admissions decision, but can provide feedback on application)**

QUESTIONS