

## Class of 2019 COLLEGE APPLICATION PROCESS

Deadline dates for submitting college applications to the Counseling Center (**you must allow three weeks (15 SCHOOL DAYS) processing time to the Counseling Center before YOUR FIRST college deadline**):

<u>Type of Application</u>	<u>College Application Deadline for FIRST Application</u>	<u>Counseling Center Deadline for FIRST Application</u>
Early Decision	October 15 <sup>th</sup>	Friday, September 21 <sup>st</sup>
Early Action, Priority & Rolling Admissions	November 1 <sup>st</sup> November 15 <sup>th</sup>	Thursday, October 11 <sup>th</sup> Tuesday, October 23 <sup>rd</sup>
Regular & Rolling Admissions	January 1 <sup>st</sup>	Monday, December 3 <sup>rd</sup>

### ***Naviance Directions***

- Match your Family Connection and Common App account by doing the following:
  - Create a Common App account on commonapp.org.
  - Sign the CA FERPA Waiver & Authorization on the common application – you need to fill out the education portion on the common application before you can do this. It is located on the sidebar of the “My Colleges” Section (**Make sure you WAIVE your right and authorize release**)
- Sign into Naviance (student account only) and click on “Colleges”.
  - Click on “**Colleges I am applying to**”.
  - Enter your common application email address.
  - Press “**Match**” (this populates your colleges into your account).
  - Click “**add to this list**” and add colleges that are not common application schools.
  - Click on the “**pencil**” icon and indicate the division of the school you are applying to, how you applied (Common app or directly to the school), the application type (EA, ED, rolling, Reg.), the college deadline, interest level and whether you have submitted your application.
  - Scroll down and click on “update applications”
- **Personally** ask a teacher you have a rapport with to write a letter of recommendation for you.
- Return to the “Colleges” tab to add Teacher Recommendation Requests
  - Click on “letters of recommendation”
  - Click on “add request”
  - “Select a teacher” **Note: First teacher should be the one that you want to write the recommendation that will go to all of your schools. Some colleges only allow one.**
  - Click on “all current and future colleges I add to my colleges I am applying to list”
  - Include a personal note highlighting any important aspects of your application (such as first choice schools, early decision application) that you want the teacher to take into consideration when writing your letter.
  - Click on “submit request”

- **Second Teacher:**
- Click on “add request”
- Click on “choose specific colleges from your *Colleges I’m Applying To* list”
- **Only select colleges that accept more than one recommendation.**
- Include a personal note highlighting any important aspects of your application (such as first choice schools, early decision application) that you want the teacher to take into consideration when writing your letter.
- Click on “submit request”
  
- To check the status of a recommendation return to “Letters of Recommendation” on the “Colleges” tab.
  
- College processing forms are available in the Counseling Center and on our website.
  
- What your counselor needs to process your application materials.
  - **Yellow** College Application Submission Form.
  - **Blue** Transcript Release Form.
  - **Gold** RHS Early Decision Agreement Form, **if you are applying Early Decision.**
  - A copy of your essay and activity resume to be reviewed by your counselor.
  
- **SPECIAL NOTE: Roslyn High School does not report official test scores.** You are responsible for sending SAT, ACT and AP scores to your colleges.
  
- **Remember: First semester grades are automatically sent to all colleges in which students apply.**
  
- Procedure for attending college visits:
  - Click on the “Colleges Tab.
  - Click on “View all upcoming college visits”
  - Click on “sign up”
  - Click on the “sign me up button”

**Unless you sign up on Naviance before the college visit, you will not be permitted to attend.**

Pick up a pink “**College Visit Pass/Approval Form**” located in the counseling center which must be signed by your teacher BEFORE the visit.

#### **ANECDOTALS:**

Students will ask between three to five professionals for anecdotes (i.e. teachers, coaches, club advisors) which will be returned directly to the counseling center.

#### **OUTSIDE LETTERS OF RECOMMENDATION:**

If a student chooses to ask an employer, community service advisor, etc. for a letter of recommendation, ask them to write the letter on their letterhead, give them envelopes addressed to the colleges which you are applying and have them mailed directly to each school.