

NAVIGATING THE COLLEGE APPLICATION PROCESS



VERONA HIGH SCHOOL
COUNSELING DEPARTMENT



THE SCHOOL COUNSELING DEPARTMENT

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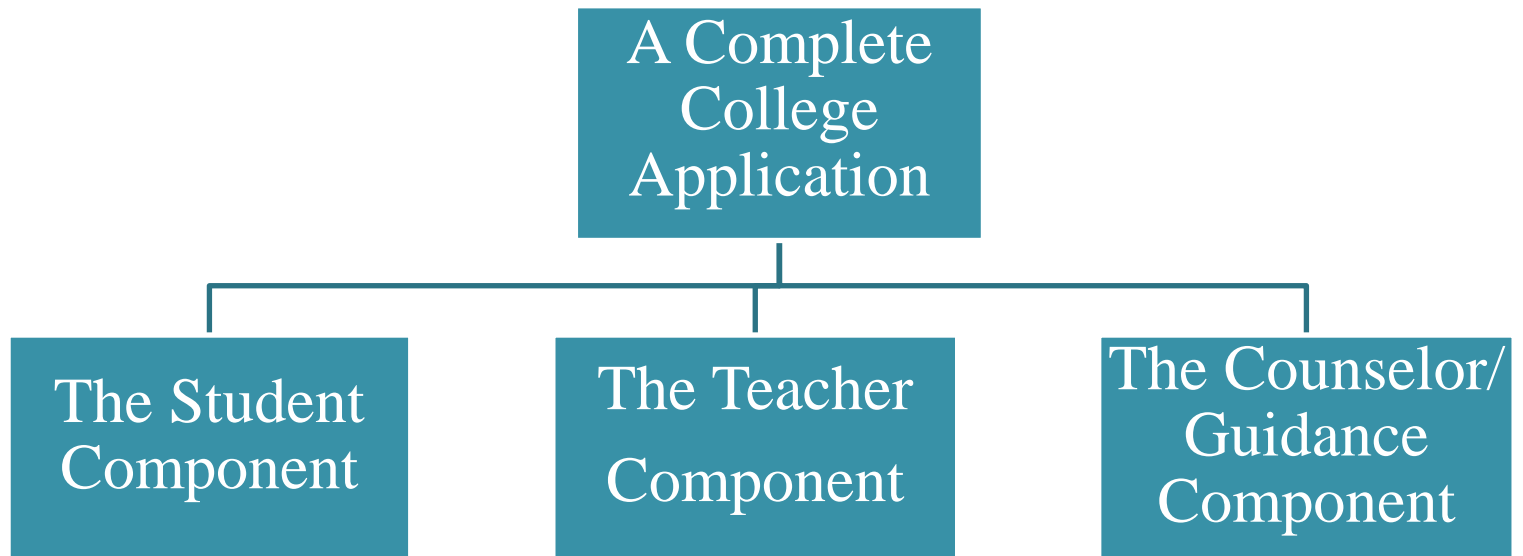


TOPICS TO BE COVERED

- Components of the Application Process
- Types of Admissions Policies
- Other Important Information
- Scholarships and Financial Aid



COMPONENTS OF THE APPLICATION PROCESS



THE STUDENT COMPONENT

1. Review Transcript for accuracy
2. Complete Applications
3. Continue to take SAT/ACT, as needed
4. Request SAT/ACT scores to be sent
5. Letters of Recommendation
6. Request Transcripts Through Naviance



THE STUDENT COMPONENT

1. Review Transcript for accuracy.

You were given a copy of your transcript in English class during the week of September 15th. You should have reviewed it and informed Mrs. Newman of any errors. Upon requesting your first transcript, you are acknowledging that everything is accurate.



2. Complete Applications

- Create a Common Application Account through Naviance
- Decide to which Schools You Are Applying
- Follow directions
- Meet deadlines
- Proofread!
- Save often!



The Common Application

What is the Common Application?

The “Common App” is a standard application available at www.commonapp.org that is accepted by over 500 selective colleges in lieu of their own form. It saves time and has no impact on admissions decisions. Be sure to check the website for supplemental forms.

If a school offers you the option of using the Common Application or their own application, it is strongly advised that you use the Common Application.



The Common Application

- Create an account through Naviance or on the Common App website.
- Fill out basic information.
- Add schools to which you are planning to apply to the list.
- Keep Common Application username and password handy.
- www.commonapp.org



3. Request SAT/ACT scores to be sent

- Verona High School Counseling Department does not send any standardized test scores.
- It is the student's responsibility to have scores sent directly to the college:

For SAT/AP scores: www.collegeboard.com

For ACT: www.actstudent.org

If you have not taken either test, you must do so immediately!

Fall SAT dates: Oct. 3 (@ Verona), Nov. 7, Dec. 5

Fall ACT dates: Oct. 24, Dec. 12



THE STUDENT COMPONENT



4. Letters of Recommendation

- Complete Senior Uniqueness Form, Activity Resume, Parent Brag Sheet ASAP! This helps your counselor to write your letter (should have been completed in Naviance in June).
- Complete and distribute teacher recommendation forms to TWO teachers.
 - Teacher Recommendation Forms are on the Guidance Website under “FORMS” [School Counseling Forms](#)
 - At least one letter should be from an academic teacher.
 - Be sure to tell your teachers if you add schools to your list.
- Request Recommendations through Naviance.
- Ask your teachers at least **3** weeks before you plan on **REQUESTING** your transcript.
- Be sure to thank your teacher!



THE STUDENT COMPONENT



5. Request Transcripts Through Naviance

- *Requesting your first transcript on Naviance acknowledges that you've reviewed your transcript and deem it accurate.*
- Only **AFTER** Steps 1 - 4 have been completed and a Transcript Release Form with \$5 transcript fee has been submitted to the Counseling Office
- Transcripts are processed in the order which they are received
- Track the status of your transcripts through Naviance

On September 28th, students may begin requesting transcripts. Students with October 1st or 15th deadlines MUST request your transcript on this date to ensure the deadline is met.



Using Naviance for the College Application & Transcript Request Process

Naviance is a crucial resource in the college application process...

It **MUST** be used for the following tasks:

- Create a Resume/Activity Sheet (*Due June 2015*)
- Create a Student Uniqueness(*Due June 2015*)
- Create a Parent Brag Sheet (*Due June 2015*)
- Link your Common Application Account
- Indicate whether using the Common Application for each application
- Request Teacher Recommendations
(i.e.- If you need to request a transcript by October 12th for a November 1st deadline, you should ask teachers no later than September 28th with a due date of October 12th)
- Request your HS Transcripts to be sent to colleges through Naviance
- Track Application Submission Status

[Using Naviance for the College Application & Transcript Request Process](#)
can be found on the School Counseling website, under the “Naviance” tab on the left hand side of the screen



Schedule for Submitting Transcript Requests (15 School Days to Process)



If the College/University Application Deadline is...	... the Transcript Request must be submitted through Naviance on or before the following:
November 1, 2015	October 12, 2015
November 15, 2015	October 22, 2015
December 1, 2015	November 4, 2015
December 15, 2015	November 20, 2015
January 1, 2016	December 3, 2015
January 15, 2016	December 16, 2015
February 1, 2015	January 8, 2016





The Teacher Component

- Once teachers receive the Request for Teacher Recommendation Form & Naviance Request, they will write your letter and complete the “Common App” teacher form.
- Your teacher will upload all necessary materials to Naviance and submit them to your colleges.
- The student is responsible for following up with the teacher to ensure that the recommendation has been uploaded to Naviance and submitted.
- All recommendations are confidential.



The Counselor Component



For every transcript request, the following will be sent:

- Counselor recommendation
- School profile
- Secondary School Report
- Official Transcript, including Senior Year Schedule



TYPES OF ADMISSIONS POLICIES

- Early Decision (BINDING)
- Early Action
- Single Choice Early Action
- Rolling Admissions
- Regular Decision
- Open Admissions
- Priority/Preferred

[College Admissions Glossary of Terms](#)



Important Information for Early Decision Applicants

Early Decision (ED) Applicants:

“ The ED Agreement Form”

- Required *only* for candidates who apply via the binding ED Plan to their first choice institution
- ***If not using Common App:*** Download form from the school’s own website, print, student & parent sign, bring to your counselor for signature
- ***If using Common App:*** Indicate ED on app and we will complete form electronically through Naviance.
- Verona High School will not mail it
- It is the *student’s* responsibility to mail it in



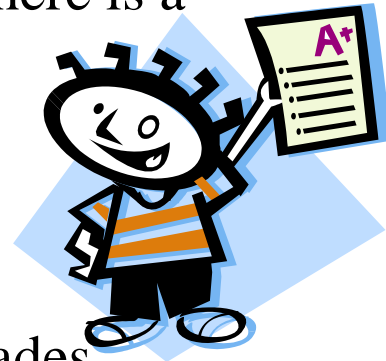
OTHER IMPORTANT INFORMATION

First Marking Period Grades:

- If you wish to send 1st marking period grades, the student must send a copy of their report card.
- VHS will not send marking period 1 grades unless there is a formal request from an institution.

First Semester Grades/Midyear Reports:

- Are automatically sent in February after midyear grades
- Do not include marking period or exam grades
- No additional request or action is necessary
- No additional charge
- No additional forms are needed



Important Information for Student Athletes



NCAA Eligibility:

- www.eligibilitycenter.org
- Create account
 - Should be done the end of 11th grade/beginning of 12th grade
- Request NCAA transcript through Naviance as soon as you are authorized to do so.
- “NCAA Athletic Vision”- **TBA**



OTHER IMPORTANT INFORMATION

- **College Rep Visits:** Are posted in Naviance under the “Colleges” tab. Students **MUST** sign up through Naviance and print their confirmation as their pass.
- **Résumé and other Additional Info:** It is the student’s responsibility to send, electronically or by mail, the resume and/or any additional information they want the colleges to have.
- **Changes to Senior Year Courses:** May affect admissions offers. Students should contact each school to discuss potential changes as well as write a letter to each school explaining the course change.

As always, consult with your counselor throughout the process.



FINANCIAL AID AND SCHOLARSHIPS

- **Financial Aid Night**

Monday, December 7th– 7 p.m.

- **FAFSA Form (Free Application for Federal Student Aid)**

www.fafsa.ed.gov

- **CSS Profile**

www.collegeboard.com

- **Scholarships/Special Programs**

Posted on Naviance as they become available.
Click on “Colleges” tab, scroll down to
“Scholarships and Money”



Technology Resources

- **Verona High School Counseling website**

www.veronaschools.org

Verona High School (under “Schools”)  Guidance

Direct- <http://www.veronaschools.org/domain/118>

- **Common Application**

www.commonapp.org

- **SAT-** www.collegeboard.com

- **ACT-** www.actstudent.org

- **NCAA-** www.eligibilitycenter.com

- **Naviance/Family Connection**

<https://connection.naviance.com/vhsnj>



OTHER IMPORTANT INFORMATION

RUTGERS UNIVERSITY & SUNY Schools

- Require no forms from VHS
- Complete a transcript request through Naviance so we know you applied, but VHS will not send anything
- Complete online Self Reported Academic Record (SRAR) through the Application site.



FAST FACTS

- **Weighted GPA** on a 4.3 scale
 - If you cannot type in 4.3, indicate a 4.0 scale
- **VHS DOES NOT RANK**
- Cumulative GPA and decile on bottom of transcript
- State Student ID (AKA-NJ Smart ID) is on transcript and can also be found in “About Me” tab on Naviance.
- Class Size : 150
- CEEB Code: 311550
- School Address: 151 Fairview Ave.

Verona, NJ 07044



QUESTIONS



Don't Stress!

Don't Procrastinate!

Make an appointment with your counselor.

