



SENIOR COLLEGE MEETING

Class of 2019

Objectives:

- **Important Dates**
- **Review Transcripts**
- **College Application Process at Churchill**
- **Deadlines**



Important Dates

- ❖ **Wednesday, Sept. 12** – Senior Parent Night @ 7:00pm
- ❖ **Friday, Sept. 14** - First day to submit transcript requests
- ❖ **Tuesday, Sept. 25** – Maryland College Night at WCHS @ 7:00pm
- ❖ **Tuesday, Oct. 2** – Financial Aid Night @ 7:00pm in Room 126
(Important for you and your parents to attend)
- ❖ **Wednesday, Oct. 10** – PSAT, late arrival for seniors
(Great day to work on applications)



Transcript Review

- ❖ Check transcript for accuracy and notify me today of any error
- ❖ Check to make sure your senior courses are correct
 - You were notified of remaining course requirements needed for graduation. Make sure your schedule has those courses
 - Transcripts will reflect any schedule changes made from the beginning of the school year - *schedule change requests must be made by next Wednesday*
- ❖ With any schedule change after the transcript has been sent, you **MUST NOTIFY EACH COLLEGE** for which you've applied

WE NOTIFY THE COLLEGES AS WELL

What YOU Send to the College/University

❖ Applications and Essays:

- Make sure you complete all required parts
- Follow directions

Read through the application completely before you start, and answer the questions honestly and completely

- Have someone *proofread* the entire application before you submit

❖ Common Application vs Coalition Application

- **University of Maryland-College Park is COALITION only!**
- Teacher/Counselor emails *must be entered in Coalition* but are not required for the Common Application
- Common Application must be "**matched**" to your Naviance account
- On the Coalition Application - Check the box that acknowledges you are responsible for ensuring required documents and recommendations are submitted to the college

WHO You Work With

- ❖ College Board and/or ACT
 - ❖ **YOU** must request for your scores to be sent directly to colleges through their *separate processes*
- ❖ Churchill Registrar, Mrs. Lantos
- ❖ Teachers

What the Registrar Sends

- ❖ Transcript
- ❖ Counselor letter of recommendation
- ❖ WCHS profile
- ❖ Secondary School Report

These items are sent together in one of two ways:

Naviance edocs

U.S. MAIL

Items to Complete Before Making A Transcript Request

- ❖ Match your Common App to Naviance
- ❖ List your colleges in Naviance (“Colleges I’m applying to” section)
 - ▶ *If colleges are listed in your Common Application, they must be added to your Naviance account as well*
- ❖ College Packet
- ❖ Transcript Request Form
- ❖ Release of Records (Purple Form)
- ❖ Diploma Order Form (Blue Form)
- ❖ All paperwork must be given to Mrs. Lantos, the registrar, BEFORE school, DURING lunch or AFTER school for **ALL** transcript requests

Sending Your Transcript

- ❖ List only the colleges for which you are ready to send a transcript and you are applying
- ❖ You must submit your application in the **same platform (i.e. Common App or Coalition)** that you indicate in Naviance your application will be sent
- ❖ Allow **20** school days for the registrar and counselor to process your request
- ❖ Remember staff is not in school during holidays, so make all **requests** **by December 1st** for deadlines on Jan. 1 or Jan. 15.

Requesting a Recommendation From a Teacher

- ❖ Approach the teacher(s) you requested recommendations from, and politely remind them of your request during the spring semester. *If you did not ask last spring, politely ask a teacher for a recommendation*
- ❖ Formal request will be made through Naviance
- ❖ Provide the teacher(s) with an “Academic Information Sheet”
- ❖ Allow 20 school days for the teacher(s) to write letters
Provide the colleges’ DEADLINE
If mailing recs, provide an addressed stamped envelope to them
- ❖ THANK your teacher(s) for the extra effort on your behalf (she/he is using free time for YOU)

Utilizing Naviance: Teacher Recommendation Requests

- ❖ Open your Naviance account
- ❖ Click the *“Colleges”* tab
- ❖ Click *“Colleges Home”*
- ❖ *Scroll* to the Apply to colleges sections
- ❖ Click *“Letters of Recommendation”*
- ❖ Click *“Add Request”* then select a teacher from the drop-down menu

(You can add a note, and request for a teacher to write for a specific college only)

- ❖ Click *“Submit Request”*
- ❖ *Repeat as necessary* to add additional teachers

Naviance *Teacher Recommendations*

Letters of recommendation

Add new request

Here you can ask a teacher to write you a letter of recommendation. If you don't have any colleges in your list yet, you may still make a request. Make sure you give your teachers plenty of time to write your recommendations!

Cancel

Submit Request

1. Who would you like to write this recommendation?*

Select A Teacher ▼

2. Select which colleges this request is for:*

Choose **specific** colleges from your *Colleges I'm Applying To* list

Looks like you don't have colleges in your *Colleges I'm Applying To* list yet. Click [here](#) to add.

All current and future colleges I add to my *Colleges I'm Applying To* list ⓘ

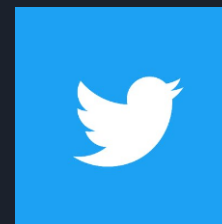
3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:

3000 characters remaining

WARNING: DO NOT click ALL SCHOOLS. Add teachers individually to each school request.

Looking at Social Media

- ❖ First impression involves more than just an essay, transcript and test scores
- ❖ Attention given to what is posted on Twitter, Facebook and Instagram (FINSTA)
- ❖ 47 % Admission Officers check social media profiles - can positively or negatively affect view
- ❖ Holistic and authentic view of WHO YOU ARE
- ❖ Email should be professional



Admissions Deadlines

- ❖ Pay attention to deadlines, they are final and vary greatly by college
- ❖ Submit **all parts** of the application by the deadline
- ❖ Submit components of the application (recommendations, scores, transcript, etc.) **at any time, in any order prior to the deadline**
- ❖ Check your Naviance account to ensure that all required documents have been received. When the materials have been sent it will say ***"initial materials submitted"***. File matching at the colleges/universities takes TIME. :)

*****For Self-Reporting, GPA and WGPA is in Naviance*****

Early Decision, Early Action, Rolling & Regular Admissions understand your options!

- ▶ **Early Decision** – Binding, if accepted you must go. Only **ONE** application can be filed early decision. Deposits are usually requested within a few weeks of acceptance.
- ▶ **Early Action, Single Choice** – Not binding, but students may not apply to any other **private** colleges early action; they may not apply to any college early decision; they may apply rolling or regular decision to other colleges. If accepted, student has until May 1 to place a deposit.
- ▶ **Early Action** – Not Binding, you make a decision and deposit by May 1.
- ▶ **Rolling Admissions** - Once an application is complete, admissions will make decisions, on an ongoing, “rolling” basis; you have until May 1 to make a deposit.
- ▶ **Regular Admissions** - All applications have a specific deadline, and you have until May 1 to make a decision and deposit.

ED CANDIDATES

If you plan to apply Early Decision (ED) please see your counselor *before* submitting your application

Signature Program

If you are in a *signature program* and want the program's profile sent to colleges, please *provide Mrs. Sullivan a stamped and addressed envelope* for each college for which you are applying when making your transcript request

Step 1: Login to Naviance

Your email should be placed
in the profile section

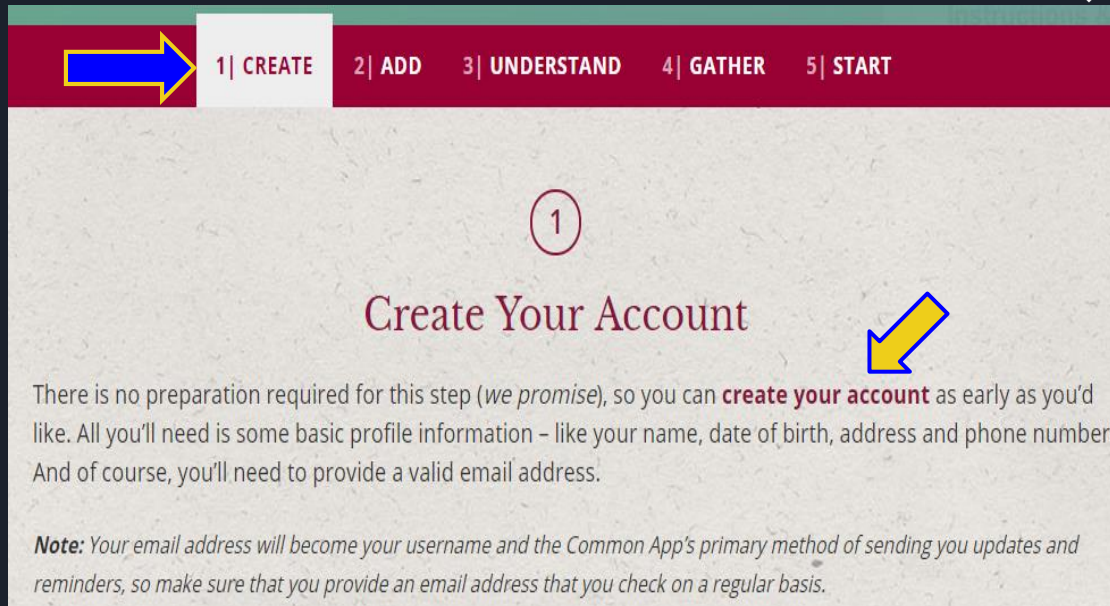
****SAME email as in Common App****

Step 2:

[New Tab go-to:
www.commonapp.org](http://www.commonapp.org)

Open the Common App

- ❖ Click “Let’s Get Started” on homepage
- ❖ If you have already created an account, sign in
- ❖ If you have not already created an account click “Create an Account”. Make sure your name and email address are identical to what appears in Naviance.



1 | CREATE 2 | ADD 3 | UNDERSTAND 4 | GATHER 5 | START

①

Create Your Account

There is no preparation required for this step (*we promise*), so you can **create your account** as early as you'd like. All you'll need is some basic profile information - like your name, date of birth, address and phone number. And of course, you'll need to provide a valid email address.

Note: Your email address will become your username and the Common App's primary method of sending you updates and reminders, so make sure that you provide an email address that you check on a regular basis.



Step 3: Complete the following

Within the Common Application:

1. Complete “*Current or Most Recent School*” segment of the *education section*
2. Add at least *one college* to your “My Colleges List” tab
3. Read and Sign the FERPA Release-Authorization in the “*Recommenders & FERPA*” section

The expectation is that you will waive your right to view your records.


STEP 4

Match Common App & Naviance Account

- ❖ Within Naviance, click on the **“COLLEGES”** tab and then click **“COLLEGES I AM APPLYING TO”**
- ❖ Match your Common App and Naviance accounts by entering your email and date of birth within the box at top of page. Click **“Match”**. *If all information is accurately entered, your accounts will match and be linked.*

Colleges I'm applying to

 Search for colleges

 It looks like you are not currently able to apply to Common App schools.
Match your Common App account to Naviance Student account to get started.



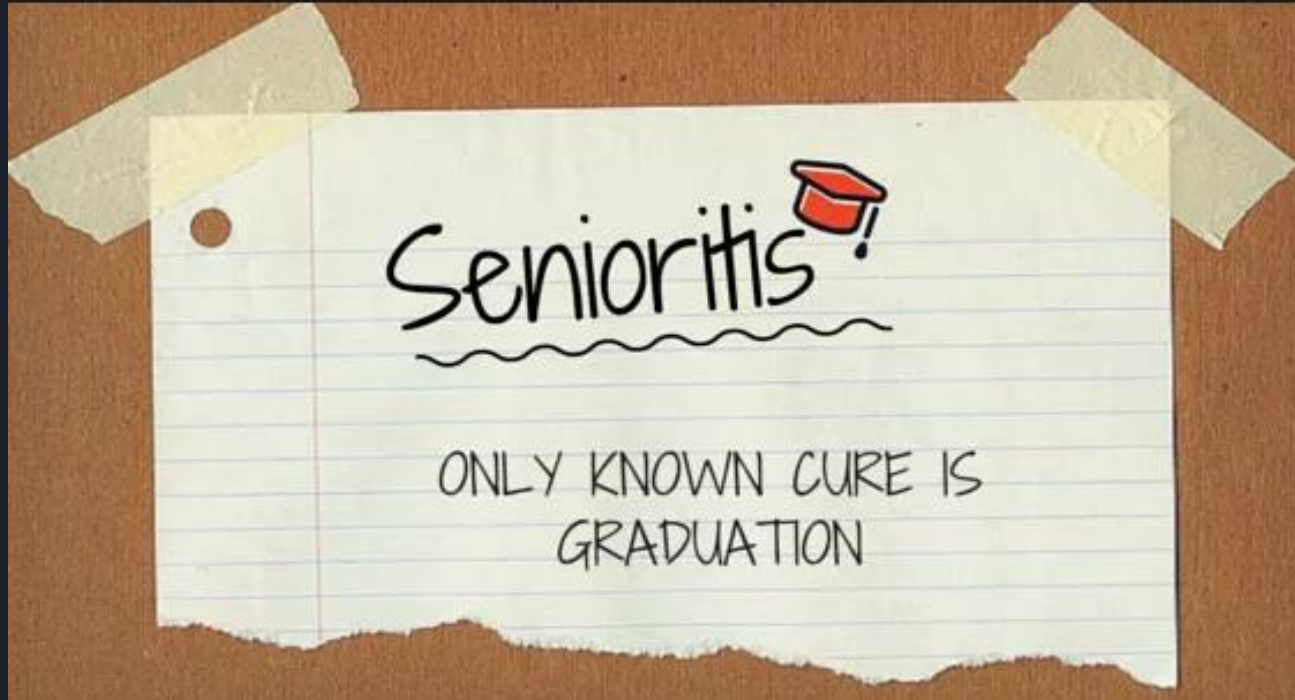
Match Accounts

 Application Milestones  Compare Me

**SUCCESSFUL COMPLETION OF THE
SENIOR YEAR!**

**MAINTAIN COURSE LOAD AND
GRADES**

UNTIL THE END OF THE YEAR!





The entire Counseling Department is here to help you! Contact us with any questions or concerns!

Remember, this time next year you will be a college freshman!