

Senior Lesson Information-September 2019

SEL Lesson Start: Self-Awareness: as you start your process be aware of your Strengths/Weakness and what you want for yourself this year and what works for you! Does not have to be same as your friends! Set Goals for Yourself-short-term/long-term. Personal, academic, social, college, job etc..

Searching for colleges and making your list (use H. Highlander)

Move over “Colleges I’m thinking about” to “Colleges I’m applying to” - if ready

What application are you using?

- Indicate in Naviance- CA, edoc, mailing
- What admission policy are you using - ED, EA, REA restrictive, regular, rolling, priority.

MUST indicate this in Naviance

ED Agreement- Email counselor if you are applying ED. We will also need a confirmation email from a parent/guardian

Transcript Request Process

Please refer to the Important Application Information sheet for application/transcript deadlines-Emailed to Class of 2020 (school email)

Log onto Naviance using GLHS school website

- a. Make sure Profile is complete- **Birthdate has to be correct**
- b. Email you use often, NOT SCHOOL GMAIL and NOT a parent email

UNOFFICIAL TRANSCRIPTS WILL BE GIVEN TO ALL STUDENTS FOR REVIEW AND SIGN OFF-students were encouraged to bring these home for parent review

Transcript Request Process-

Requesting Transcripts in Naviance- Screen shots on website

- a. You must update your college information using the edit pencil
 - b. admissions type must be correct i.e. regular/rolling/early action - this is very important to ensure your documents are received by the deadlines
 - c. In Naviance, COLLEGE MUST be marked ED for counselor to see agreement and be able to sign it.
 - d. To Request a transcript - it must be at least 10 School days BEFORE the deadline, note days to remember- allow for breaks i.e. January 1- copy of dates made available to all students-via email
 - e. 10 days starts from first school day counselor receives request in Naviance
 - f. Step by step process is on School Website- under Guidance- College Planning Center- Shows students how to request a transcript
 - g. If not using Common App, but school is a Common App school, you *may have* to pay for sending transcript- see your counselor \$3.00 or 6 stamps
- SOME SCHOOLS ARE SELF-REPORT SCHOOLS-YOU DO NOT NEED TO SEND A TRANSCRIPT Ex. (RUTGERS, UPITT, PENN STATE, Univ of So. Carolina, Virginia Tech, all UC schools)

- a. DO NOT REQUEST TRANSCRIPTS THROUGH COALITION or COMMON APP-

Transcripts are sent through Naviance-this is where you request them only

Sending scores

Sending SAT/ACT scores at least 2 weeks before application deadline-You must go to the SAT/ACT website to send your scores. We cannot send them from GL-they would not be official

Checking application status with college-when in doubt about your materials being received contact the COLLEGE

Overview of Common APP

- b. Create an account w/ email NOT BHPSNJ.org
- c. Important info: In Academics- 1) Fill in high school name 2) leave GPA and scale BLANK 3) Class size **275**
- CA Supplements:** once you ADD colleges to your CA which is separate from completing the application; individual school supplements and directions will appear*
- d. DO NOT REQUEST TRANSCRIPTS THROUGH COALITION or COMMON APP

Transcripts are sent through Naviance-this is where you request them only

*Common Application Information sheets were emailed to Class of 2020 (school email). Information is also in Senior College Planning Handbook posted on GLHS/Guidance website.

Match Naviance to Common App account

After completing the FERPA in Common App, match emails in Naviance under "Colleges I'm applying to"

Teacher recommendation letters-ALL teachers are using Naviance to upload their letters (use Demo Naviance student)

1. Request teacher rec in Naviance under the "Colleges" tab (showed all students)
 - Teacher Recommendations are an agreement between you and the teacher follow their procedures- follow up with a thank you note
 - Check Naviance and/or College/University websites to see how many recommendations are required. Be sure to only request the correct amount-it is your responsibility. The salmon form should mirror the requests online.
 - If your school only requires ONE letter of recommendation: notify your counselor via email about who is submitting your letter, counselor or teacher
 - If using counselor letter as ONLY letter, DO NOT request recs in Naviance
 - **Do not add Teachers to Common App Recommender**
- 9. Important resources from Naviance**
- Update Your Resume
 - Colleges visiting GL/setting up college campus visits-3 excused absences allowed

- Scholarships-Local(students emailed application in late December) and list in Naviance-updated daily
- Complete your junior questionnaire if you haven't-required for Open Campus

After this week if you need assistance please make an appointment with your counselor.

Senior College Night September 17 @ 7:00-Auditorium

College Fair October 7 6:00-7:30