

## Senior Lesson Information-September 2018

### Overview of Common App/Coalition App

- a. Create an account w/ email not (bhpsnj.org)
- b. Important info: In Academics- 1) Fill in high school name 2) leave GPA and scale BLANK 3) Class size 253
- c. Complete the FERPA - under recommenders link (You MUST do this before matching your Naviance account to your Common App account)(Student needs to complete the Grades section, under Education before they are able to complete FERPA)

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 TRANSCRIPT THROUGH COALITION- transcripts are sent through Naviance-this is where you request them

\*Common Application Information sheets were emailed to Class of 2019 (school email). Information is also in Senior College Planning Handbook posted on GLHS/Guidance website.

### Transcript Request Process

Please refer to the Important Application Information sheet for application/transcript deadlines-Emailed to Class of 2019(school email)

### Log onto Naviance through GL 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

### Searching for colleges and making your list

-Update interests

-Move over interests to applying - if read-Edit each College w/information below:

- What application are you using?

- Indicate in Naviance- CA(common App), edoc/Coalition, and mailing
- What admission policy are you using - ED, EA, EA restrictive, regular, priority, rolling.

MUST indicate this on Naviance

**UNOFFICIAL TRANSCRIPTS GIVEN TO ALL STUDENTS  
DURING NAVIANCE LESSONS FOR REVIEW AND SIGNOFF-**  
students were encouraged to bring these home for parent review

### Match Naviance to common app account

After completing the FERPA in common app, match emails in Naviance under “Colleges I’m applying to”

Request Process- Requesting Transcripts in Naviance- Screen shots on website- posted 9.17.

- You must update your college information using the edit pencil
- admissions type must be correct i.e. regular/rolling/early action - this is very important to ensure your documents are received by the deadlines
- ED Agreement- Email counselor if you are applying ED. We will also need a confirmation email from a parent/guardian
- In Naviance, COLLEGE MUST be marked ED for counselor to see agreement and be able to sign it.
- 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 emailed to all students week of lessons
- 10 days starts from first school day counselor receives request in Naviance
- Step by step process is on School Website- under Guidance- College Planning Center- Shows students how to request a transcript-screenshots posted 9.17
- 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
- If using a paper application, you may have to pay to send transcript— see your counselor \$3.00 or 6 stamps

## 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

## Teacher recommendation letters-Is the Teacher using Naviance?

This is a two-step process

1. Complete the Teacher Recommendation Request form located in guidance- (available 9.17)
2. Request teacher rec in Naviance under the “Colleges” tab (screenshots available 9.17)
  - Give envelopes and forms- if need to mail in recs(student discuss with teachers)
  - 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 allowed. Be sure to only request the correct amount-it is your responsibility. The Teacher Recommendation Form should mirror the requests online.
  - If your school only requires ONE letter of recommendation(like James Madison U): notify your counselor via email about who is submitting your letter, counselor or teacher
  - If using counselor letter as ONLY letter, DO NOT put school on Teacher Recommendation Request form or request recs in Naviance
  - Do not add Teachers to Common App Recommenders-use TRR form

## 9. Important resources from Naviance

- Update Your Resume
- Colleges visiting GL/setting up college campus visits-2 excused absences allowed
- Scholarships-Local(students emailed application in January) 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 @ 7:30 in Auditorium  
where this information will be reviewed with parents as well**