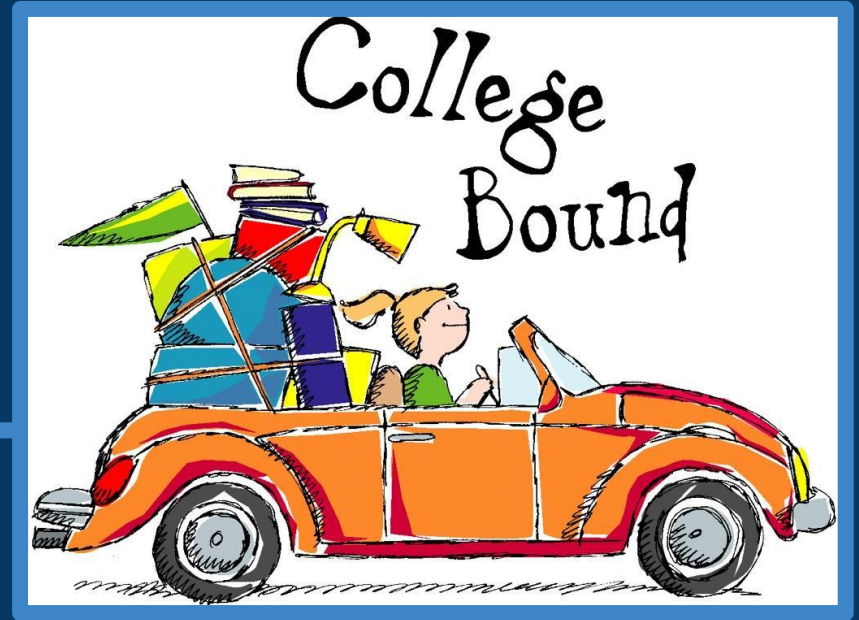# UHS Class of 2020
SENIOR SEMINARS

BASIC OVERVIEW OF APPLICATION PROCESS
- **COMMON APP & NAVIANCE MATCHING INSTRUCTIONS**
- **REQUESTING SCHOOL DOCUMENTS IN NAVIANCE INSTRUCTIONS**

ROLES & RESPONSIBILITIES

KEEP IN MIND…

- **Students must research and review the application requirements and process for each college to which they apply.**

- **Application requirements and process vary by college, and sometimes by major.**

- **Students are responsible for understanding and following the application directions for each college to which they apply.**

HOW DOES THE APPLICATION PROCESS WORK?

STUDENT COMPLETES & SUBMITS APPLICATION ONLINE

- ★ Common Application
- ★ College Designated Application
- ★ Coalition

STUDENT SUBMITS REQUESTS TO TESTING AGENCY TO SEND SAT/ACT TEST SCORES

- ★ SAT Scores
- ★ ACT Scores
- ★ Subject Test Scores

STUDENT SUBMITS REQUESTS TO SCHOOL COUNSELOR TO PROCESS OFFICIAL SCHOOL DOCUMENTS "PINK FORM"

- ★ Official High School Transcript
- ★ Letters of Recommendation
  - ○ Teacher
  - ○ Counselor
- ★ Secondary School Report
- ★ School Profile

DOCUMENTS

These parts are being completed simultaneously. Colleges will create an individual student applicant file as required application materials are received.

Start by asking yourself the following questions for each college application…

What application options are available and which will I use?

- ❑ Common Application
- ❑ College designated application
- ❑ Coalition Application

What deadline type will I select for this college application?

- ❑ Regular
- ❑ Early Action (non-binding)
- ❑ Rolling (completed applications are processed as received)
- ❑ Early Decision (binding- if you are accepted you will attend- can't do more than 1 Early Decision at the same time)
- ❑ Early Decision II (binding- if you are accepted you will attend- can't do more than 1 Early Decision at the same time)
- ❑ Restrictive Early Action (non-binding, but can only do 1 Early Action application)
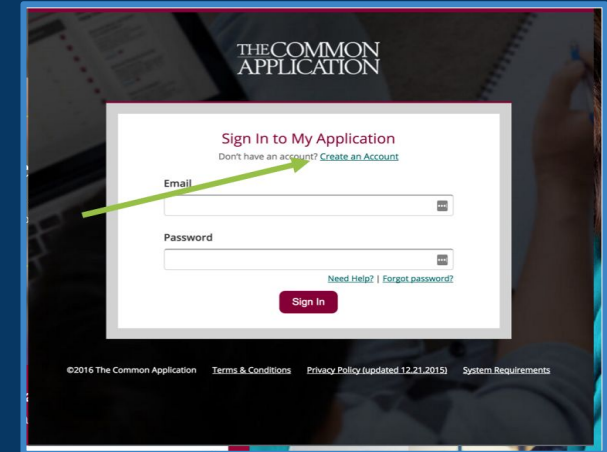- ❑ Priority
- ❑ Early Action II

WHAT ARE MY APPLICATION OPTIONS?

COLLEGE DESIGNATED APPLICATION

Establish an account on the college website- setup for account is typically found on the homepage or under "Admissions"

COMMON APPLICATION

- Go to **www.commonapp.org** and select *Create an Account*
- Use the same email address you have associated with your Naviance account

COALITION
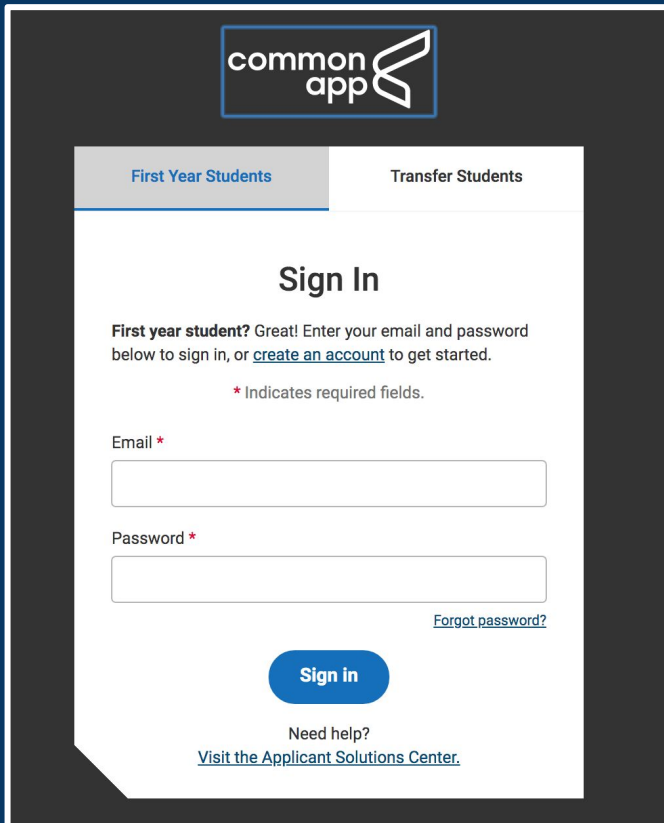
Additional member colleges added this year

Only colleges that are Coalition exclusive

- University of Florida
- University of Maryland
- University of Washington
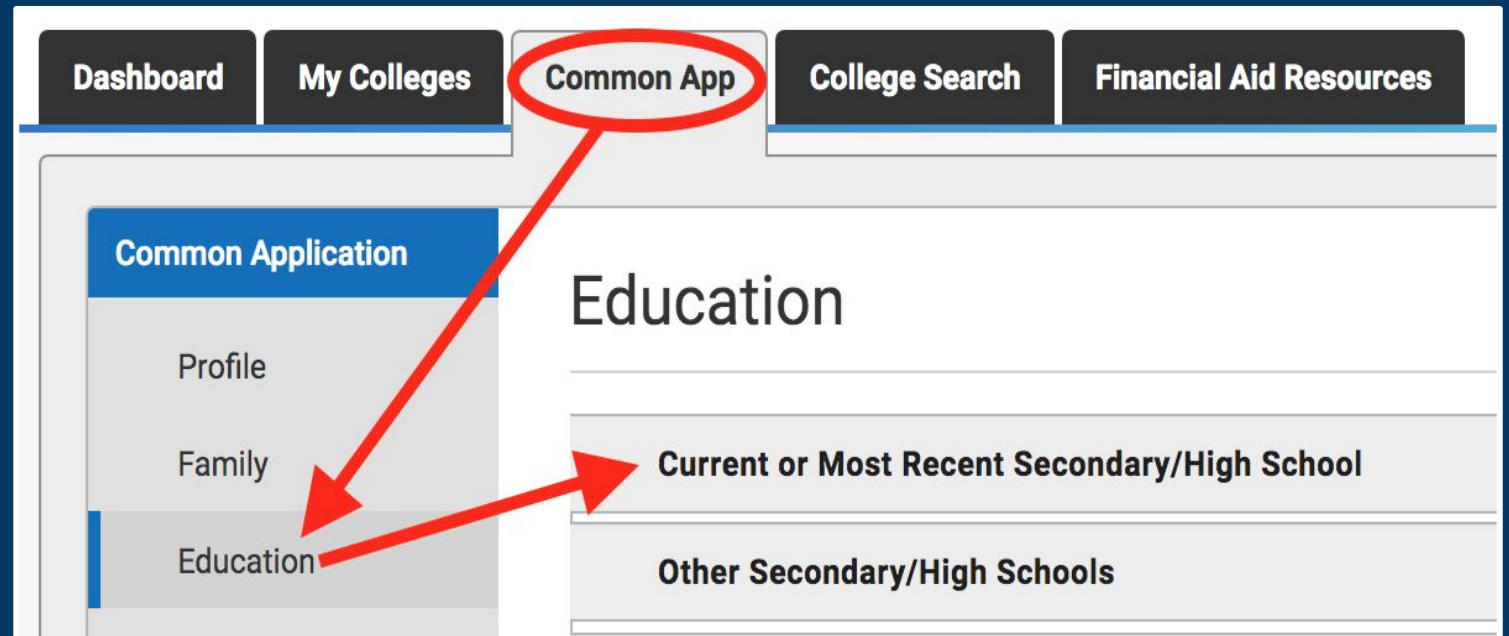
COMMON APP & NAVIANCE MATCHING INSTRUCTIONS

Must complete these 3 steps to match your Common Application to your Naviance account.

1. Create a Common App account at www.commonapp.org.

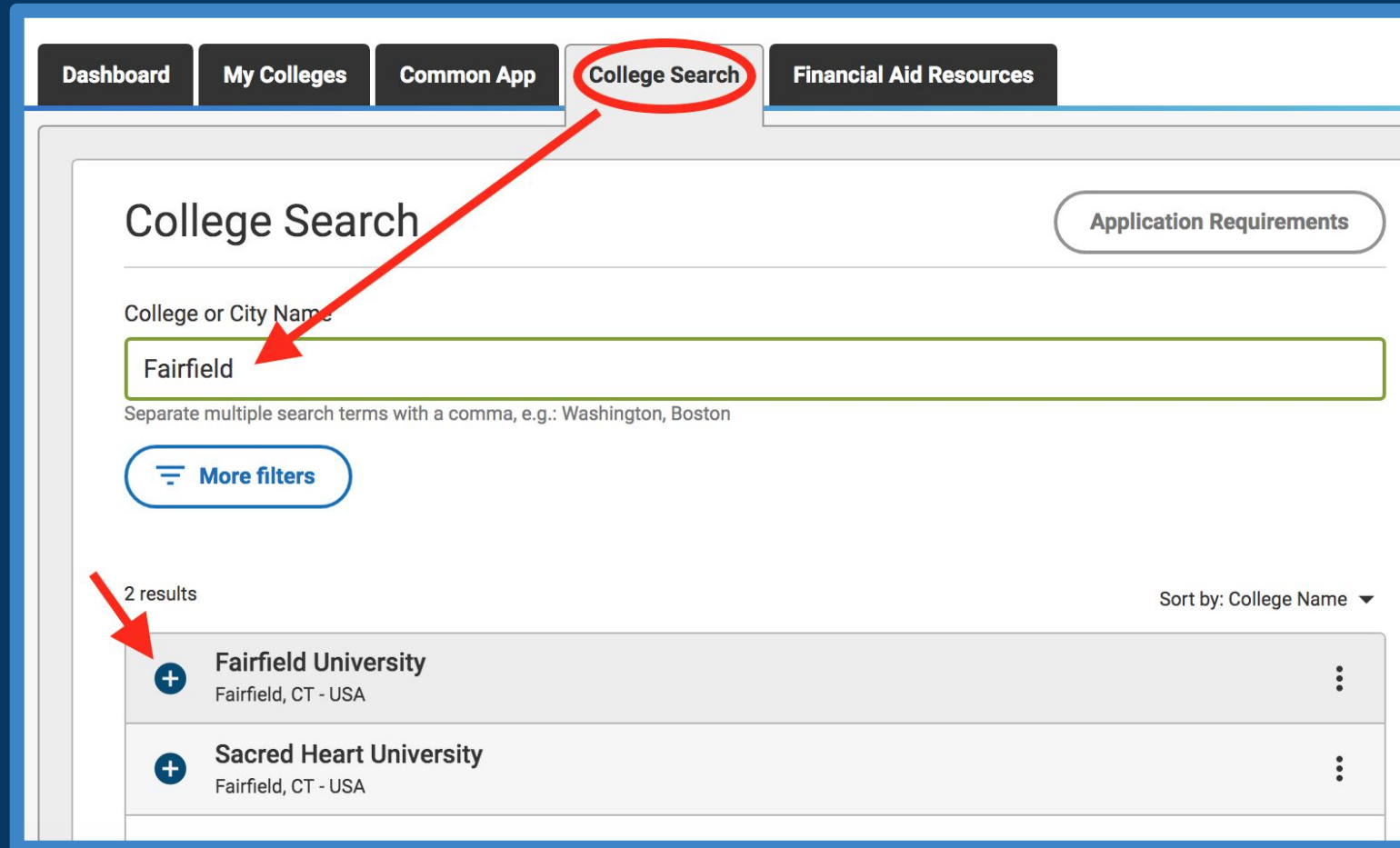## 2. Click on the COMMON APP tab and complete the current or most recent school segment of the EDUCATION section.

COMMON APP & NAVIANCE MATCHING INSTRUCTIONS

3. Click on the <u>COLLEGE SEARCH</u> tab. Enter the college name or city name in the search field. Select the college to which you will to apply by clicking the plus sign. The college will appear in the MY COLLEGES section. You only need to select one college to complete the matching process. You can add additional colleges later.

COMMON APP & NAVIANCE MATCHING INSTRUCTIONS

3. Click on MY COLLEGES tab to read and complete the Recommenders and FERPA section.

FERPA RELEASE AUTHORIZATION

Release Authorization

☑ I acknowledge that every school that I have attended may release all requested records and recommendations to colleges to which I am applying for admission. I also understand that employees at these colleges may confidentially contact my current and former schools should they have questions about the information submitted on my behalf.*

Please select one: *

⦿ I waive my right to review all recommendations and supporting documents.

◯ I DO NOT waive my right to review all recommendations and supporting documents.

☑ I understand that my waiver or no waiver selection above pertains to all colleges to which I apply and that my **selections on this page cannot be changed once I sign and click Save below.***

Signature *

Unionville Counselor

Date *

8/5/2019

Back   Save and Close

DO NOT USE COMMON APP FOR RECOMMENDATION LETTERS!!!!!

STEP 2: Login to your Naviance account and click on COLLEGES I'm applying to

It is recommended that the email address in your Naviance profile is the same email address used with your Common Application. To update the email address in Naviance, select:

➢ About Me
➢ Account
➢ Edit Profile

Welcome, Sally!

Search for Colleges

Type a college name   SEARCH

Fall 2019 Information for SENIORS

Students who are using the Common Application- **DO NOT use the INVITE RECOMMENDERS link to request teacher or counselor recommendations in the Common Application.**

If you have already used the INVITE RECOMMENDERS link in Common Application to request a teacher or counselor letter of recommendation, you must click on the 'Invite

Read more

My Favorites

COLLEGES
I'm thinking about

COLLEGES
I'm applying to

CAREERS AND CLUSTERS
I'm thinking about

If applying via the Common Application: Click Match Accounts and you will be prompted to enter the email address used to create your Common App account and date of birth. All colleges selected in your Common Application account will automatically update in Naviance. To add additional non Common Application colleges to your list, select the ➕

Colleges I'm applying to

🔍 Search for colleges

ℹ️ **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

📊 Compare Me ➕

✴ = extended profile available

🗑 REMOVE

College that I'm attending:

N/A ⌄   Update

Letters of recommendation

Some colleges require letters of recommendation to be submitted with your application. Please visit the letters of recommendation section, accessible from the main colleges page, for more information

Enter your Common App Email Address, Date of Birth, and select MATCH ACCOUNTS

Naviance | *Student*

Home **Colleges** Careers Abou

✕ Close

⚠ **Note:** Once you match account, your FERPA status can no longer be changed and you cannot unmatch your account.

We're excited that you are ready to apply to colleges. Some colleges allow you to apply with Common App. You can match your Common App and Naviance Student account to track your applications in one place! In just a few short steps, we'll have your accounts matched.

Get Started with Common App

- Create a Common App account on Common App Online ↗
- Sign the Common App (CA) FERPA Waiver on Common App Online ↗

Match Your Accounts

Tell us the email address you are using for Common App and your date of birth.

Common App Email Address

uhscounselor@ucfsd.net

Date of Birth

10/22/2001

Match Accounts

I don't need this

TIPS

These tips will help you successfully match your accounts.

- Mark sure you use the **email address** that you chose for your Common App account
- Make sure that **last name** on your Naviance Student account matches the last name you used to create your Common App account.
- Make sure the **date of birth** on your Naviance Student account matches the date of birth on your Common App account.

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Common App Account Matching- Complete

The following will be displayed when you have matched your Naviance and Common Application accounts successfully.

You can edit the submission type and edit/update the application deadline by selecting the EDIT button.

Counselors will refer to the pink sheet for direction so the information in Naviance **must be** the same as the information you provide on the pink sheet!

All colleges listed in MY COLLEGES in your Common App account will be matched with your Naviance account.

TO REQUEST LETTERS OF RECOMMENDATION from UHS teachers:

- **Use this space to write a personal note to the teacher and include the date by which the teacher letter needs to be uploaded in Naviance for your school counselor to process. This should be at minimum 10 school days prior to the 1st deadline date.**

Colleges I'm applying to

✓ **Your Common App account has been matched.**
Your FERPA status is waived. You're ready to apply to colleges using Common App.

✦ = extended profile available

	College	Type	Deadline		Transcripts	Office materials
☐	Boston University	ED	Early Decision	November 1	no request	Pending
☐	Bryn Mawr College	RD	Regular Decision	January 15	no request	Pending
☐	University of Delaware	RD	Regular Decision	January 15	no request	Pending
☐	Drexel University	RD	Regular Decision	January 15	no request	Pending
☐	Elizabethtown College	RD	Regular Decision	-	no request	Pending
☐	Pace University, New York City	RD	Regular Decision	-	no request	Pending
☐	Pennsylvania State University	EA	Early Action	November 1	no request	Pending
☐	West Chester University of Pennsylvania	ROLL	Rolling	-	no request	Pending

College that I'm attending:

N/A

Letters of recommendation

Some colleges require letters of recommendation to be submitted with your application. Please visit the letters of recommendation section, accessible from the main colleges page, for more information

1. Select Add Request

2. Find and select the teacher's name from the drop down list

Letters of recommendation

Your Requests

You can request new letters of recommendation and track the most recent status of your requests here.

Add Request

Recommendation For ▲	Deadline ▲	Recommender(s)	Status ⓘ	Cancel Request

Your recommendation requests will show up here.

Add Request

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
AHART, JOSEPH C
Ahart, Amy
Bank, Sue
Baron, Christine
BENSON, HEIDI L
BERGEN-BORDA, BONNIE
BERKEIHISER, MICHAEL T
BORGER, MATTHEW B
Brigance, DARLENE B
BRODE, KEVIN M
Brodeur-Cangi, Linda
Brown, Stephanie
Brown, Robert
BURGESS, WALTER J
BURSLEM, ASHLEY M
BURT, PATRISHA A
Castro, Yaneth
Chi, Esther
CLARK, PATRICK T

3000 characters remaining

Submit Request

3. SELECT ALL CURRENT AND FUTURE COLLEGES I ADD TO MY COLLEGES I'M APPLYING TO LIST

4. Write a personal note to the teacher and include the date by which the teacher letter needs to be uploaded in Naviance for your school counselor to process. This should be at minimum 10 school days prior to the 1st deadline date.

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?*

Teacher, Sally

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:

Ms. Teacher,
Thank you for writing my letter of recommendation. My letter needs to be uploaded in Naviance by October 18th in order to meet my first deadline. Thank you again for all your support and I hope you have a great school year.

Student

The date you provide must be at least 10 school days prior to your first college application deadline.

* Indicates a required field

Cancel   Submit Request

5. Click Submit Request and repeat process for additional teachers.

HOW DO I SCHEDULE MY SENIOR CONFERENCE?

- Login to Naviance and schedule an appointment with your school counselor.

- Avoid scheduling your senior conference during a core class period if possible. If you do not have a study hall or cannot find a time/day that works with your schedule, see Mrs. Einstein or Mrs.Smith in the Counseling Center.

- Bring your Counselor Recommendation Request Form and Parent Information Sheet to the Senior Conference if you are requesting a letter of recommendation from your school

Fall 2019 Information for SENIORS

Schedule Your Senior Conference Through the Following Links: Students who have attended a Senior Seminar can schedule their individual senior conference with their assigned school counselor using the links below. The senior conference is an individual meeting with the student and the school counselor. Students should schedule the senior conference during a study hall, not during a class period. Please contact Mrs. Einstein or Mrs. Smith in the Counseling Center for additional questions or assistance.

Mrs. Miller (A-Dao)   https://calendlv.com/cmiller-26/senior-conference

Read more

Important To-Do

Relax, you have no overdue or upcoming ... you can get ahead by going to My Planner to see what's next or create a goal or ...

See All in My Planner

Click "Read More" to access all UHS school counselors.

SCHEDULE APPOINTMENT WITH SCHOOL COUNSELOR TO SUBMIT PINK FORM REQUEST FOR SCHOOL DOCUMENTS

- One PINK FORM per college to which student applies.

- PINK FORM submitted to school counselor at least 10 school days prior to the application deadline.

- PINK FORM must be complete
  - <u>Application Method</u>: College Designated App, Common App, Coalition
  - <u>Application Type</u>: Rolling, Regular, Early Action, Early Decision etc.
  - <u>Letters of Recommendation</u>: School counselors can only send the maximum number of recommendations allowed per college. Requests submitted over the max will be sent in order listed on the PINK FORM.

SRAR = Self-Report Academic Record

Some colleges require you to submit the SRAR as part of the application, even if you use the Common Application. Read through the application instructions of each application carefully. If the SRAR is required, you will be directed to create an SRAR account and link the colleges you want to receive it.

PennState
Undergraduate Admissions

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How to Apply · Academics · Campuses · Student Life · Costs & Aid · Info For

Dates & Deadlines
Admission Statistics
Early Action (FAQ)
MyPennState Information
Self-Reported Academic Record (SRAR)
Tutorial
Troubleshooting
SRAR FAQ
Common Application
Coalition for Access, Affordability, and Success
Apply Now

About SRAR

SRAR is short for Self-Reported Academic Record, an initiative to ultimately have all future undergraduate applicants to the University submit their high school record as part of the application process, rather than having the school counselors send transcripts for each applicant.

It is important that students report grades **exactly** as they appear on your high school transcript. We suggest that you have a copy of your high school transcript on hand when completing this task. Your school counselor can provide a copy of your transcript.

Please adhere to the following when entering coursework in SRAR:

- Enter your grades exactly as they appear on your high school transcript or your score report.
- Enter your final grades for all courses completed in grades 9 through 11.
- If you are a high school senior, choose "In-Progress" for scheduled or in-progress 12th grade courses for which you do not yet have grades. If you have already completed a 12th grade course and received a grade, please indicate the grade that you received.
- Do not apply weight to your grades.
- Do not convert your grades into another format.
- Do not average your grades.

University of Pittsburgh

What We Need From You

Application
Apply online and apply early using the freshmen application.

Fee
$55 application fee, payable online.

Academic Record
Self-Reported Academic Record (SRAR) or official high school transcript.

Short Answer Questions
Not required, but highly recommended.

SAT/ACT Scores
Arrange for official test results to be forwarded directly to Pitt from the testing agency.

Self-Reported Academic Record

SRAR
Self-Reported Academic Record

Let's get started with your SRAR.

SRAR Email Address

Create SRAR Account   Continue ▶

College Applications typically consist of 3 parts:

1. **APPLICATION   (Student completes _____→ submits online directly to college)**
    Student completes application and submits it directly to the college by the college specific deadline.

2. **SAT/ACT SCORES (Student submits request to testing agency _____→ testing agency submit directly to college)**
    Student requests official test scores to be sent to each college they are applying, per the colleges testing requirements. This process must be completed online, either through the College Board website (SAT and Subject Test scores) or ACT website (ACT scores). This process can take the testing agency/college 3-4 weeks to complete, therefore students should initiate this process early.

3. **SCHOOL DOCUMENTS (Student submits PINK FORM to UHS Counselor _____→ UHS Counselor process request)**
    Student submits request to process required school documents per college via Naviance. The **request MUST be submitted in Naviance at least ten school days prior to the college application deadline**.

    All 3 parts can be worked on simultaneously.

It is the responsibility of the student to understand the specific requirements for each college to which they are applying and follow the process accordingly. College applications requirements vary from college to college. For example :
- Some of the Common Application colleges have additional supplements for all applicants or major specific supplements
- Some majors may require letters of recommendation from specific academic subjects
- Performance based major may require audition or portfolio submissions

Let's Review

Basic Overview of Roles and Responsibilities

STUDENT

- Selects college(s) to apply

- Determines which application to use based on choices available per college (college specific application, Common Application, Coalition)

- Creates an online account & completes application, and submit application directly to the college(s)

- Submits request directly to testing agency for standardized test scores to be sent

- Submits **PINK FORM** for school documents to be processed **at least ten school days prior to the college application deadline**

SCHOOL

- Updates high school school transcript in preparation for senior conference- student will have the opportunity to review and verify the updated transcript prior to UHS processing any request

- Prepares high school specific documents, including school profile and school information forms

- Prepares student specific documents, including transcripts, school reports, counselor letters of recommendation

After counselor receives PINK FORM request
- Creates and sends electronic file of school documents requested by the student per pink form for each college

All transcript and recommendation requests must be received by your school counselor 10 school days prior to the college deadline date. A school counselor letter of recommendation will only be available if the Counselor Letter of Recommendation Request and Parent Information Sheet are received **at least ten school days prior to the college application deadline.** Students should refer to the directions for requesting letters of recommendation.

Keys to Successfully Submitting Your College Application

Plan Accordingly

- **WHAT** are the college application requirements?
  - Application
  - Transcripts
  - Letters of Recommendation
  - School Document
  - Standardized Test Scores

- **WHO** is responsible for what aspects of the process?

- **WHEN** do these items need to be completed?

Be Resourceful

- **Understand the requirements** specific to each college to which you plan to apply. The process can vary from college to college. Most errors come from applicants making assumptions or generalizations.

- **Read instructions** carefully. Most applications have built in resources and FAQ's.

- **Seek clarification** if something does not make sense. Your school counselor is here to support your efforts.

Common App Questions?
Applicant Solutions Center
https://appsupport.commonapp.org/applicantsupport/s/

24/7 assistance, FAQs, Videos, Chat, Email