

# Processing College Applications 2017-2018

## **SKIP TO STEP TWO IF YOU ARE NOT USING THE COMMON APP**

### **Step 1: Completing the Common Application & Naviance Account Matching Process**

The following tasks are **REQUIRED** to complete the ACCOUNT MATCHING PROCESS for Common App and NAVIANCE.

- **Create a Common Application at [www.commonapp.org](http://www.commonapp.org):**  
Make sure the email address you enter is one you check regularly. Also, note your password for future reference.
- **Complete the current or most recent school segment of the EDUCATION section:**  
Under the COMMON APP tab, complete the "Current or Most Recent School" portion in the EDUCATION section. Each section will have a green checkmark once they are complete.
- **Add at least one college to your MY COLLEGES list:**  
Select the COLLEGE SEARCH tab to locate and add a college to your list.
- **READ and SIGN the FERPA Release Authorization:**  
Select one of the colleges listed in MY COLLEGES and select "Recommenders and FERPA." Follow instructions to select appropriate options.
- **Complete the ACCOUNT MATCHING PROCESS in NAVIANCE:**  
Login to your NAVIANCE account and select the COLLEGES tab and choose COLLEGES I'M APPLYING TO. Enter the email address used to create your Common App account and date of birth.

### **Step 2: Processing College Applications**

- **List all Non-Common App Schools in NAVIANCE and indicate application choice:**
  - If a college gives you the choice to complete the college designated application or the Common Application, you must indicate which application you will be submitting so the correct forms are processed.
  - You must select the correct application type in order for the correct deadline to show in Naviance. The list of deadline options includes all terms, so student must be sure to select the correct term or the date won't show. For example, if college calls it "Priority deadline," student must select the priority option.
- **Request Letter(s) of Recommendation:**

Electronic requests for letters of recommendation should not be sent without a previous discussion with the teacher in person and submission of the Teacher Recommendation Form. Once these steps are completed, you can submit an electronic request through NAVIANCE.

  - Select the COLLEGES tab
  - Under MY COLLEGES, select Letters of Recommendation
  - Select the Add Request button and select a teacher from the drop down menu- the list is not in alphabetical order, so be sure to scroll all the way to the bottom
  - Select **ALL CURRENT AND FUTURE COLLEGES I ADD TO MY COLLEGES I'M APPLYING TO LIST**
  - Scroll to the bottom of the request page and in the Personal Note box, please indicate the date in which you need the letter of recommendation uploaded in Naviance. This date should be the same date you plan to submit your first **PINK** UHS Transcript Request for College Applications.
  - Complete the **PINK** UHS Transcript Request for College Applications for the Class of 2018
  - Make an appointment in the Counseling Center to submit your UHS Transcript Request. This appointment must be at least 10 school days prior to your deadline.

### **Step 3. Submit Transcript Request to School Counselor:**

Schedule an appointment with your school counselor to process your request at **least 10 school days** prior to the application deadline. Complete the **PINK** UHS TRANSCRIPT REQUEST for COLLEGE APPLICATION form for **each** application. In the meantime, you can work on completing your applications. Remember, you can send your portion of the application at any time; you do not have to wait for the transcripts to be sent.

**Step 4. Send Standardized Test Scores:**

Send official SAT and/or ACT scores directly to colleges via [www.collegeboard.org](http://www.collegeboard.org) or [www.act.org](http://www.act.org). The UHS Counseling Center does not send test scores. You DO NOT need to wait for your application to be complete to send your test scores.

<b>High School Address</b>	750 Unionville Rd Kennett Square, PA 19348	
<b>CEEB Code</b>	394-955	
<b>Graduation Date</b>	June 5, 2018	
<b>Graduating Class Size</b>	352	
<b>Counselor Job Title</b>	School Counselor	
<b>Counselor Name</b> Amber Blocher Robert Findora Lori Stewart Maribeth Lyles Lora Elfreth Carolyn Spiegel	<b>Counselor Email</b> <a href="mailto:ablocher@ucfsd.net">ablocher@ucfsd.net</a> <a href="mailto:rfindora@ucfsd.net">rfindora@ucfsd.net</a> <a href="mailto:lstewart@ucfsd.net">lstewart@ucfsd.net</a> <a href="mailto:mlyles@ucfsd.net">mlyles@ucfsd.net</a> <a href="mailto:lelfreth@ucfsd.net">lelfreth@ucfsd.net</a> <a href="mailto:cspiegel@ucfsd.net">cspiegel@ucfsd.net</a>	<b>Counselor Phone</b> 610.347.1600 ext 3021 610.347.1600 ext 3131 610.347.1600 ext 3040 610.347.1600 ext 3085 610.347.1600 ext 3145 610.347.1600 ext 3125
<b>GPA Scale</b>	4.0	
<b>GPA Weighting</b>	Weighted	
<b>Class Rank Reporting</b>	None	
<b>Course Scheduling System</b>	Semester	Response when answering questions about the schedule. For example: in Common App response to complete "Current or Most Recent Year Courses" in EDUCATION section.
<b>Courses and Grades</b>	Grade Scale= A-F, Yearly	How grades are reported. For example: in Common App response to "Courses and Grades" section.
<b>Course Credit Value</b> Full year course that meets 6/6 days a cycle Full year course that meets 3/6 days a cycle Half year course that meets 6/6 days a cycle Half year course that meets every other day	1 credit .5 credit .5 credit .25 credit	Course level: This should be designated if the course is Honors or AP. If not, you can leave this field blank.

Be sure to list all coursework to be taken during your senior year. Please remember all elective courses and semester courses, including spring semester. Each college to which you apply must be told of any changes in your course selection during the school year.

Senior year (semester 1 and semester 2) courses are included on your transcript. Students are responsible for contacting the Office of Undergraduate Admissions and updating their application file if the senior year course schedule changes at any point, even after being accepted. Colleges reserve the right to reconsider acceptance/applications if it is determined that the applicant no longer meets the applicant requirements.

**Disciplinary History (Found in the Writing Section of the Common Application):**

Counselors are also asked to complete this information and will report school suspensions. Discipline history is updated throughout the senior year.

Need additional help with your Common App? Visit [appsupport.commonapp.org](http://appsupport.commonapp.org) or email [appsupport@commonapp.net](mailto:appsupport@commonapp.net), access the Information and Help Center which is located in the right margin, watch video tutorials, and see your counselor.