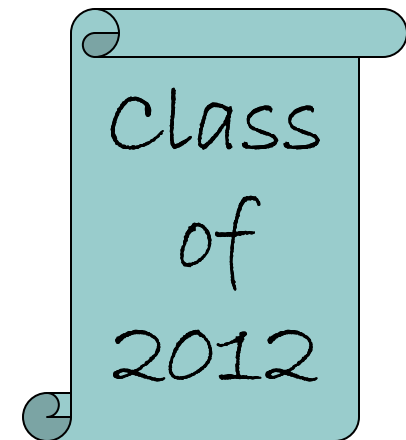


# MECHANICS OF COMPLETING COLLEGE APPLICATIONS

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Ridge High School  
Guidance Department  
September 15, 2011





# RIDGE HIGH SCHOOL GUIDANCE DEPARTMENT

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*Mr. Francis T. Howlett, Jr., Principal*

*Mr. Sean Siet, Director of Curriculum and Instruction*

Mrs. Jillian Shadis, Head Counselor  
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# TOPICS OF DISCUSSION

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- Types of Admission Policies
- Components of the Application Process
  - Three-Part Process
  - Completing Applications
  - Sending Test Scores
  - Letters of Recommendation
  - Transcripts Requests/Naviance
- Miscellaneous, but Important Reminders
- Scholarships and Financial Aid



# INTRODUCTION

---

- Student-driven process
- Preparation and organization
- Utilize technology:
  - Ridge High School Guidance  
(<http://www2.bernardsboe.com/guidance/default.aspx>)
  - Common Application  
([www.commonapp.org](http://www.commonapp.org))
  - Naviance/Family Connection  
(<http://connection.naviance.com/ridge>)
  - College and university Web sites  
(search using [www.collegeboard.com](http://www.collegeboard.com))



**Download the  
Senior  
Mechanics  
Packet**



# TYPES OF ADMISSION POLICIES

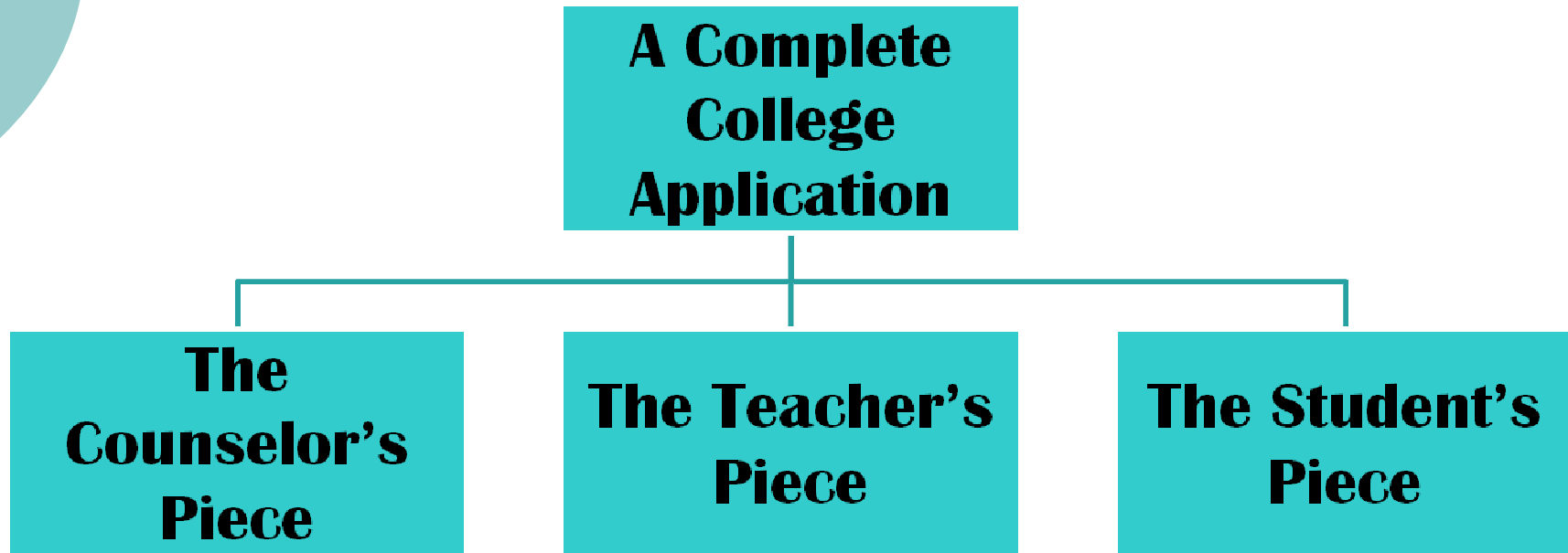
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- Regular Decision
- Early Decision
- Early Action/Early Notification
- Single-Choice Early Action
- Priority/Preferred
- Rolling Admissions
- Open Admissions



# **COMPONENTS OF THE APPLICATION PROCESS**

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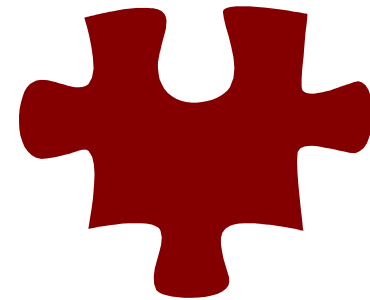




# THE COUNSELOR'S PIECE

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- Official transcript
- Counselor's recommendation
- School profile
- An electronic Secondary School Report (SSR) form

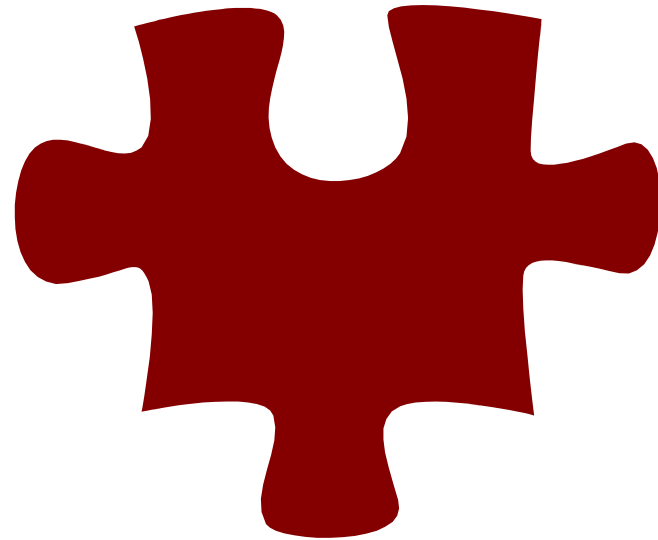




# THE TEACHER'S PIECE

---

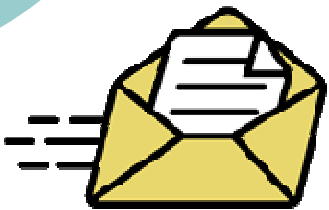
- Write and send recommendation letters



# TEACHER LETTERS OF RECOMMENDATION

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- Initial requests for recommendations
- Gathering necessary information (eDocs?)
- Provide teachers with:
  - Teacher Recommendation Chart
  - Paper copies of any forms, where applicable
  - Addressed envelopes for schools requiring mailed recommendations
  - Any other teacher-specific materials they may have requested
  - Lead time
- All recommendations are confidential.
- Be sure to thank the teacher!

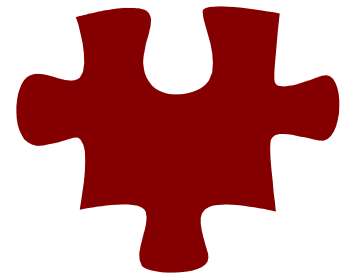




# THE STUDENT'S PIECE

---

- Turn in a complete, five-part Senior Packet
- Provide information for teacher recommendations
- Pay for transcripts
- Create a Common Application account
- Complete Waiver in Naviance account
- Request that SAT/ACT scores be sent to colleges
- Complete the application online
- Request transcripts through Naviance





# **PRIOR TO REQUESTING TRANSCRIPTS**

---

- Turn in the Senior Packet and Transcript Release/Waiver form
- Pay for transcripts
- Create an account with Common Application
- Complete Waiver in Naviance account

# PAYING FOR YOUR TRANSCRIPTS

---

- Flat \$10.00 fee per student for transcripts.
- ***Cash only!***
- Submit payment to the Guidance Secretaries



**THE ABILITY TO REQUEST TRANSCRIPTS WILL NOT BE  
ACTIVATED UNTIL PAYMENT IS RECEIVED!**



# THE COMMON APPLICATION

---

*All students must create a Common Application Account, whether or not they are applying to a Common App school!*

- Create account at [www.commonapp.org](http://www.commonapp.org)
- Fill out basic information
- Add schools to the list
- Keep the Common App username and password handy!

**If a school offers you the option of using the Common Application or their own application, you must use the Common Application.**



# NAVIANCE/COMMON APPLICATION WAIVER

---

Student logs on to Naviance/Family Connection and follows the instructions they received in their packet.

**Don't confuse the Naviance  
password with the Common  
Application password!  
They may or may not be the same.**

**Download the  
Senior  
Mechanics  
Packet**

<http://connection.naviance.com/ridge>

# STANDARDIZED TESTING



2011-12 Test Dates	Test	U.S. Registration Deadlines	
		Regular	Late (a fee applies)
October 1, 2011	SAT & Subject Tests	September 9, 2011	September 21, 2011
November 5, 2011	SAT & Subject Tests	October 7, 2011	October 21, 2011
December 3, 2011	SAT & Subject Tests	November 8, 2011	November 20, 2011

[www.collegeboard.org](http://www.collegeboard.org)




Test Date	Registration Deadline	<i>(Late Fee Required)</i>
October 22, 2011	September 16, 2011	September 17 – 30, 2011
December 10, 2011	November 4, 2011	November 5 – 18, 2011

[www.actstudent.org](http://www.actstudent.org)

# SENDING TEST SCORES

---

- The RHS Transcript packet does not include any standardized test scores.
- It is the *student's responsibility* to have scores sent directly to the colleges.

 SAT	 AP <sup>®</sup>	<a href="http://www.collegeboard.org">www.collegeboard.org</a> * Score Choice *
 The ACT		<a href="http://www.actstudent.org">www.actstudent.org</a>

- Three week turn-around time.

# COMPLETING APPLICATIONS

---

- Start early
- Follow directions
- Meet deadlines
- Allow time for writing and reviewing
- Save often!



# SCHEDULE FOR SUBMITTING TRANSCRIPT REQUESTS



<b>If the College/University Application Deadline is...</b>	<b>...the Transcript Request must be submitted through Naviance on or before the following:</b>
November 1, 2011	October 14, 2011
November 15, 2011	October 28, 2011
December 1, 2011	November 11, 2011
<i>December 15, 2011</i>	<i>December 1, 2011</i>
<i>January 1, 2012</i>	<i>December 1, 2011</i>
January 15, 2012	December 22, 2011
February 1, 2012	January 13, 2012



# REQUESTING TRANSCRIPTS USING NAVIANCE

---

**Download the  
Senior  
Mechanics  
Packet**

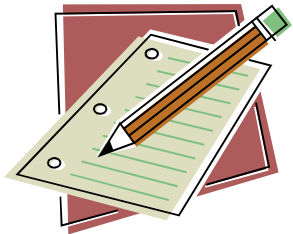
Student logs on to Naviance/Family Connection and follows the instructions they received in their packet.

<http://connection.naviance.com/ridge>

# INFORMATION FOR EARLY DECISION APPLICANTS

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- **Early Decision (ED) Applicants:**  
**“The ED Agreement Form”**
  - Required *only* for candidates who apply via the binding ED Plan to their first-choice institution
  - Download form from the Common App Web site or from a school’s own Web site
  - Print, student & parent sign, bring to counselor for signature
  - Ridge High School will not send it



**It is the *student’s* responsibility to mail it in!**

# THE STUDENT EMAIL ADDRESS

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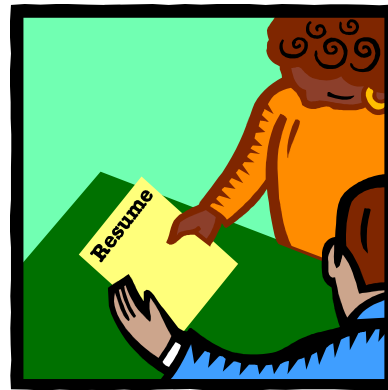
- Make sure it's appropriate!
- Consider creating an email account for college communications
- Check that account frequently



# RÉSUMÉS AND ADDITIONAL INFORMATION

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- It is *the student's* responsibility to send—either electronically or by mail—both the résumé and any additional information they want the colleges to have (consult your counselor)



# SENIOR YEAR COURSE CHANGES

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- May affect admission offers
- Contact each school's admission office directly to discuss potential changes
- Write a letter to each school explaining the course change

**Consult with your counselor throughout this process!**



# SENIOR YEAR GRADES

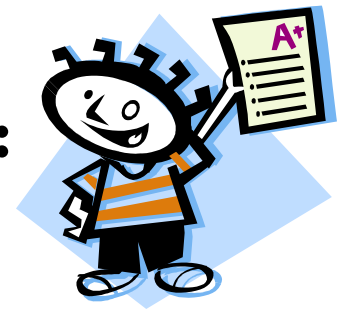
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## **First Quarter Grades:**

- Students must print from Home Access Center send to those college requesting quarter 1 grades
- RHS cannot and will not send quarter 1 grades

## **First Semester Grades/Midyear Report:**

- No additional request or action necessary
- No additional charge
- Automatically sent in February after midyear grades
- No additional forms are needed

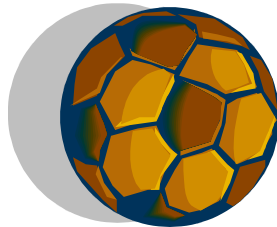


# STUDENT ATHLETES

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## ○ **NCAA Eligibility:**

- [www.ncaaeligibilitycenter.com](http://www.ncaaeligibilitycenter.com)
- Create account
- Request transcripts through Naviance
- Ridge GPA vs. NCAA Core GPA



# INSTANT DECISION DAYS

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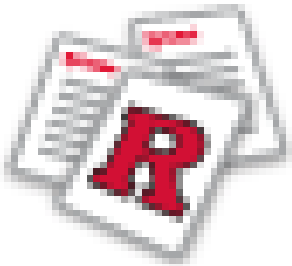
- On-site interviews/application reviews
- Consult the Ridge Guidance Department Web site



# RUTGERS UNIVERSITY

---

- Rutgers requires no forms, paperwork, or transcripts from RHS
  - Do *not* request transcripts on Naviance.
  - Complete an online Self Reported Academic Record (SRAR) through the Rutgers application site.
- Need your “State Student ID” Number
  - Naviance ⇒ “About Me” tab ⇒ “Profile” ⇒ *State ID Number*.





# COLLEGE VISITS TO RHS

---

- During the school day
- Schedule on Naviance
- Sign up on Naviance
- Arrange with teachers in advance

**ALSO...**

**This year's College Night will be held on Thursday, October 13 from 7-9 pm in the New Gym.**

# INTERVIEWS

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- Evaluative vs. informative
- Dos, Don'ts, and Sample Questions can be obtained from your counselor
- Mock interviews on a limited basis





# FORMS

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- *Permission to Disclose Disability Form*
- *Teacher Recommendation Waiver Form*
- *Release of Records/Counselor Waiver Form*
- *Transcript Request for Scholarships Form*
- *Senior Packet Forms*

**Direct Link to Forms Page:**

<http://www2.bernardsboe.com/Guidance/Forms.aspx>

# FINANCIAL AID AND SCHOLARSHIPS

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- **Financial Aid Night**
  - Early December (tentatively December 1, 2011)
- **FAFSA Forms**
  - [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- **CSS Profile**
  - [www.collegeboard.com](http://www.collegeboard.com)
- **Scholarships/Special Programs**
  - Posted on Naviance



# CHECK THESE OFF THE LIST NOW!

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- ☑ Senior Packet
- ☑ Teacher letters of recommendation
- ☑ SAT/ACT registration, if necessary
- ☑ Send SAT/ACT scores
- ☑ \$10 transcript fee
- ☑ Common App Account
- ☑ Naviance/Common App Waiver





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