BHS College Application Checklist

Seniors- As you are completing college applications, please use this checklist as a guide to ensure you are not forgetting anything.

1. Have you researched college admission criteria, the program of study you are interested in, and application deadlines and requirements (usually found on college undergraduate admission sites)?

2. Have you completed the "biography for letters of recommendation" in Naviance? Please complete this ASAP. This is great resource for Mrs. Martin, Mr. Patterson, and teachers when writing a recommendation letter. We will also use this as a reference when completing secondary school reports.

**Instructions for completing the *"biography for letters of recommendation" in Naviance* can be found on Page 3 of this packet.

3. Does the college/university *require* teacher letter of recommendations?

> -If yes, have you requested the letter(s) of recommendation from teacher(s) in Naviance?
> -If no, do you still want to request a teacher letter of recommendation to go to the college/university (as long as the college accepts it)?

***Instructions for *requesting a letter of recommendation in Naviance* can be found on Pages 5-6 of this packet.

4. Have you submitted the college application successfully online from the college admission website (will usually say "apply now" as a "freshman")?
> -Have you proof-read the college application before submitting it, including grammar and spelling errors?
> -Have you selected the correct term that you are applying for (i.e. Fall 2018)?
> -Some colleges offer the *Common Application* as their application of choice or option, and there are some that offer their own application or the Coalition application. Be sure to only select 1 application to complete if they offer more than one.
> -If you applied to the college/university via the Common Application website (www.commonapp.org), please check the following:
>> -Did you add the college(s) to the "dashboard" within your Common App?
>> -Did you complete the required FERPA Release Authorization in the Common App?
>> -Did you complete the Common App Account Matching box in Naviance?
>> (Instructions for *completing the Common App FERPA and Account Matching* can be found on the sheet attached.)
> -Did you pay the application fee (if required)?
> -Did you receive an e-mail saying that your application was successfully submitted?

5. Do you qualify for an application fee waiver? Students who receive lunch assistance and/or are a 21st Century Scholar qualify for a fee waiver.
        -If you do qualify for a fee waiver, be sure to do the following:
                -Mark that you qualify on the college application
                -See Mrs. Martin so she can send a college application fee waiver to the college(s)

6. Have you requested your official transcript to be sent to the college(s) in Naviance? Have you marked that you have applied to the college in Naviance?

        -DO NOT wait until right before the application deadline to request your transcript.

        **Instructions for *requesting transcripts in Naviance* can be found on Page 4 of this packet. If you want to make sure you did this correctly, please check with Mrs. Martin. If you do not request your transcript correctly in Naviance, your transcript will not be sent.

7. Does the college/university require SAT/ACT test scores to be sent directly from the testing agency (i.e. *CollegeBoard* (www.sat.org) for SAT, www.act.org for ACT)?

        -If yes, have you logged into your CollegeBoard and/or ACT account to request your scores be sent to the college(s)? Please double-check even if you think you may have when you registered for the test.
        -For information on how to send scores, visit:
                https://collegereadiness.collegeboard.org/sat/scores/sending-scores/how-to-send
                http://www.act.org/content/act/en/products-and-services/the-act/scores/sending-your-scores.html
        -Please note: Most colleges *require* SAT/ACT test scores to be sent directly from the testing agency. Please be sure to do this.

8. Frequently check communications from college(s) you applied to
        -Some colleges may communicate to you via e-mail to let you know if all materials have been received (the application, transcript, test scores, application fee, any required letter of rec, etc)
        -Some colleges may inform you to create an account with them in order to check your "Application Status" to ensure all materials have been received.
        -It varies by college on the turn-around time for receiving an admission decision. Be sure to regularly check your e-mail, mail, and any accounts you have created with the college.

9. Have you marked the decision in Naviance once you've been notified from the college(s)?
Please keep us informed by clicking on the pencil icon next to the colleges in your Naviance list and marking the results.

10. If a college has given you a deferred/waitlisted decision, please let Mrs. Martin know. The college will want additional information to be sent, such as new test scores and/or 7th semester grades (1st semester of senior year). If a colleges asks for new test scores, remember to have them sent from CollegeBoard for SAT and www.act.org for ACT.

Naviance Instructions

Logging-in to *Naviance*

* Go to https://connection.naviance.com/family-connection/auth/login/?hsid=brownhs
* Username = Student ID Number; Password = 8-digit birthday (i.e.05081997)
  * Students can change password once logged-in

Completing the Biography for Letters of Recommendation

* Log-in to *Naviance*
  * Select "About Me"
  * Under "surveys to take" on the left side, select "biography for letters of recommendation"
  * Answer the 8 prompts within the biography
  * Select "Save and return later" or "Save and I am finished"

Requesting a Teacher Recommendation

* Please see Pages 5-6 of this packet for directions on requesting a letter of recommendation in Naviance. There you will find the "Student Letters of Recommendation QuickGuide."
* For a video tutorial on how to request a letter of recommendation in Naviance, visit http://www.vimeo.com/181063284 .

Common Application FERPA Release Authorization

* If using the *Common App*, you must complete the *FERPA Release Authorization* question found within the "Recommenders and FERPA" section of the *Common Application*.
  * The "Release Authorization" link must be checked with your *FERPA* decision.
  * Students must have at least one college/university added to their Common App account in order to complete the FERPA Release Authorization.
  * For a video tutorial on completing the *FERPA Release Authorization*, visit http://www.vimeo.com/102639828 .

Common Application Account Matching via *Naviance*

* In order for counselors to complete the *Common Application School Report*, you must **match** your *Common App* account to your *Naviance* account:
  * From the "Colleges" tab on your *Naviance* homepage, select "Colleges I'm Applying To"
  * Make sure you have completed Steps 1 & 2 listed in the *Common App Account Matching* blue box at the top of the page
  * Provide the e-mail address you used for your *Common App* as well as your date of birth, and select the "Match" button

Requesting a Transcript in *Naviance*

There are 2 different ways you can request your transcript for a college in Naviance. Instructions are provided below for both ways, depending on if you have added the college to your "Colleges I'm Applying To" list.

- ❖ If the college *has not been added* to your "Colleges I'm Applying To" list, you will follow these steps:
  - o Log-in to *Naviance*
  - o Select "Colleges" ➡ "Colleges I'm Applying To"
  - o Under the "Colleges I'm Applying To" section, select "+add to this list" *if you have not added the college to your list*
  - o Under the "College" section, select "lookup"
  - o Type the name of the college/university on the left side or select the college/university under the "College Picker" section (Indiana schools are in the college picker list)
  - o Select the "request" box under the "Transcript" section for the college (box is on left)
  - o Select the box to the right under the "I have submitted my application" section
  - o Select the "add colleges" button
  - o If the college in your list is underlined and says "I'm not sure yet" under the "How are you applying?" section, please mark your application type accordingly::
    - ▪ Select "I'm not sure yet" next to the college under the "How are you applying?" section
      - • Select "via Common App" if you applied to the college through the Common App from the drop-down box for that college
      - • Select "directly to the institution" if you applied to the college through their own application
    - ▪ Select the "Update Applications" button

- ❖ If the college *has already been added* to your "Colleges I'm Applying To" list, you will follow these steps:
  - o Log-in to *Naviance*
  - o Under the "Colleges I'm Applying To" section, select "request transcripts"
  - o Under the "Current Applications" section, select the "add request" box for the college
  - o Scroll to the bottom and select the "Request Transcripts" button
  - o A green confirmation message will appear for the transcript request
  - o Go back to your "Colleges I'm Applying To" page by clicking on the link on the left-hand side under "my colleges"
  - o Select the "have you applied" link under the "My App" section for that particular college in your list
  - o Find the college and select the box that says "I have submitted my application"
  - o Scroll to the bottom and select the "Update Applications" button
  - o If the college in your list is underlined and says "I'm not sure yet" under the "How are you applying?" section, please mark your application type accordingly::
    - ▪ Select "I'm not sure yet" next to the college under the "How are you applying?" section Select "via Common App" if you applied to the college through the Common App from the drop-down box for that college
      - • Select "directly to the institution" if you applied to the college through their own application
      - • Select the "Update Applications" button

- ❖ Important:
  - o DO NOT request the transcript until you have actually applied online to the school(s).
  - o Your counselor materials will not be sent to the college if you do not (1) Request the Transcript and (2) Mark that you have applied to that college. BOTH items must be marked.
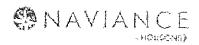
Overview

Students have a new work-flow for requesting letters of recommendation in Family Connection.

Letter of Recommendation Features

- New letters of recommendation page, accessible from the Colleges tab in Family Connection via a link
- Students will see the min/max requests allowed for colleges in their Colleges I'm Applying to list
- Students can select the specific college(s) they want a specific teacher to write a recommendation
- Students can select *All current and future colleges I add to my Colleges I'm Applying to list* be sent (Students are prevented from requesting more than the max number of letters of recommendation allowed by the college)
- Students are prevented from requesting more than the max number of letters of recommendation allowed by the college
- Students will see their requests as well as the current status (*Requested, In Progress, Submitted, Cancelled*)
- Students will see submission date and time of each letter of recommendation for each college/university requested
- Students will see the date/time of each status change, as well as the name of the user who made the change
- If a student deletes an application, the associated letter of recommendation requests will not be displayed on the LOR status page; if the application is restored, the LOR requests will re-appear in the student's list of requests
- A daily summary email – which will eliminate the multiple emails coming into recommenders (teachers) at the time of the recommendation request

Recommendation Status Page

Column Headings	Description
Recommendation For	The application associated with the request
Deadline	The deadline associated with the application, based on when the student indicated she/he is applying
Recommender	The recommender associated with the request

Column Headings	Description
Status	The status of the LOR request: • **Requested**: Student has requested the letter of recommendation • **In Progress**: Teacher has written the letter of recommendation • **Submitted**: High school faculty member has sent the letter of recom-mendation to the designated college(s), date and time of submission will be displayed for each college/university • Cancelled: **Either the student, teacher, or counselor has cancelled the request**
Cancel Request	Students will have the option to cancel a LOR request in the "Requested" state; in any other state the student see messaging to contact their teacher or counselor for help.

To request a letter of recommendation:

1. From the Colleges tab in Family Connection, students will click on a new link under the My Colleges section, titled **Letters of Recommendation.**

2. On the recommendation request page, students will click on the blue **Add Request** button to submit their requests, one teacher at a time or for all applications.

3. The student should select a teacher from the drop-down list. *It is important to note that teachers will only be available in this drop-down list if they have been added to Naviance, given a user account, and had the box checked to appear in this teacher drop-down list. If the teacher is missing from the drop-down list, students should contact a school staff member.*

4. The student should determine if they want the teacher to write a letter of recommendation for specific colleges on their College's I'm Applying to list or for all current and future colleges they add to their list. Click the **Radio** button for selection.

5. **Scenario 1**: If the student selects Choose specific colleges from your Colleges I'm Applying To list, all colleges show in student's list. The student should check the box for the specific college(s) teacher should write recommendations.

6. **Scenario 2**: If the student selects All current and future colleges I add to my Colleges I'm Applying To list, colleges on student's list are not shown. (Selecting this option indicates you want the teacher's recommendation to be submitted to every college you apply.)

7. The student can add a personal note (up to 3000 characters) to the teacher and highlight any important aspects of their applications (such as first choice schools, early decision applications, intended major or degree of study), that they may want the teacher to consider when writing a letter of recommendation.

8. The student should click the **Submit Request** button at the top or bottom of the screen which returns them to their recommendation status page. At the top of the screen, a green status bar shows the teacher's name and the number of request for the student.

9. From here, he or she will see the status for all Teacher Recommendations requests that have been made. (All applications or college specific)