

College Application Procedures Handbook

College Applications:

Students will complete applications and send them directly to the college. This should be done entirely online either through the Common Application or the school's website.

What Students need to do:

- Complete the Common Application and/or the individual school applications (not all colleges use the Common Application).
- Complete the "student counselor questionnaire" on Naviance.
- Send your official SAT and/or ACT scores to each of the colleges which you are applying
- Ask at least two teacher recommendations in person first and then in Naviance.
- Complete all of the college supplemental questions through the Common Application
- Submit payment for application fees
- Request transcripts (see instructions)
- Have list of colleges in "colleges I am applying to" in Naviance

What counselors do:

- Send transcripts to each college
- Send secondary school report to each college
- Send school profile to each college
- Send letters of recommendations to each college

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Managing Your Applications in Naviance

- Naviance is the primary communication tool among counselors, students and parents.
- Your “colleges I’m applying to” list must be kept up to date, and include all colleges where you are applying. You must maintain methods of applying with accurate Application Types with the correct deadlines for each.
- Neglecting to maintain accurate college lists and failing to make timely transcript requests can result in delays in transmitting your school documents to the colleges.

***Application fee waivers will only be given to those students who qualify for SAT/ACT fee waivers or if there are any extenuating circumstances during senior year.**

Instructions for Naviance “Colleges I’m Applying to” list:

- If you have schools on the “thinking about” list, select those schools and click on “Move to applications list.” Otherwise, please add all schools to which you will be applying to the “colleges I am applying to” list.
- In “colleges I’m applying to” list, make any edits necessary by clicking on the small pencil icon towards the right of the list. Edits such as “**Common Application: Yes or No**” and “**Application Type**” will be made on the “edit applications” page. This is also where you will indicate “I have submitted my application” by checking the box, after you have actually submitted it.
- **Application Type** refers to choosing which decision deadline you will be using: Regular, Early Decision, Early Action, Priority, or Rolling. Make sure each school has the correct application type you are choosing. Once your edits are complete, click “Update” at the bottom.
- Each application will have a deadline. **It is your responsibility to make sure that you meet the deadline for each school.**
- Any school that has  in the “submissions” column uses the Common App (www.commonapp.org).
- Schools that do not accept the Common App but are still electronic will have this icon  and schools that do not accept electronic transcripts will have this icon . Please speak to your counselor if you see this last icon

Instructions for Requesting Letters of Recommendation

- Choose at least 2 and no more than 3 teachers to ask to write your letters. These teachers should be able to speak about you as a student in a positive way.
- Approach these teachers in person in the spring or Junior year or early fall of senior year and ask them if they would please write a letter for you.
- They will tell you if they are willing to write the letter or not. They will also tell you what they will need to write your letter. Some may ask for a resume, some may ask for the “Teacher recommendation questionnaire” in the “about me” tab in Naviance. Follow their directions.

Video instructions for requesting letters of recommendation through Naviance

<https://vimeo.com/181063284>

Instructions for Counselor Letter of Recommendation

- Go to the “About me” tab in Naviance
- Click on the “Senior Counselor Recommendation Questionnaire”
- Fill in the answers to the questions that pertain to you. Do a good job. This is your opportunity to help your counselor write your letter. **DO NOT WRITE ANYTHING THAT YOU ARE NOT COMFORTABLE SHARING WITH YOUR COLLEGES**
- Let your counselor know that you have finished the questionnaire and ask if they will write your letter.

Instructions for Requesting Transcripts to be sent to Colleges

- ***Transcript requests must be submitted with at least a 2 week window for counselors to work on them. Anything submitted with less than a 2 week window may not be sent to your colleges before your deadlines.***
- Go to the Wayne Hills home page
- Select “departments and people”
- Select “school counseling”
- Scroll down and select [2016-17 Transcript Forms.PDF](#) (Will be available in September)
- Print out forms.
 - Sign and submit form A “transcript verification” (just once) to your counselor.
 - Fill in the form B to request that your transcripts be sent **EACH TIME YOU APPLY**. You **MUST** let your counselor know about every school you apply to in order for your transcripts to be sent.
 - Fill in form C **ONLY** if you would like to include your rank on your transcript. We do not officially rank. Please speak to your counselor about the pros and cons of requesting that rank be included.

If a college does accept the Common Application, but you have decided to submit a “special” fee-waived application (sometimes called “Fast Forward,” “VIP,” “Fast App,” or “Fast Track”), indicate that choice in your “Colleges I’m Applying To” in Naviance. Select ‘NO’ when asked if you are using the Common Application to apply.

The Common Application:

- Create an account with Common Application (www.commonapp.org)
- Before anything else, make sure to complete the FERPA waiver (which will allow your CA and Naviance account to connect and will enable your college counselor to send your transcript to your colleges)

Video instructions for linking your common app account to Naviance

<https://vimeo.com/102639828>

To complete the FERPA waiver, follow these instructions:

- Complete the "Education" Section of the Common App
 - Use the Common App tabs to Search and Add schools to your Common App colleges list. Add at least one school now.
 - Under the "My Colleges" tab in Common App click on "Assign Recommenders"
 - Complete the FERPA Authorization (waive your rights)
 - Login to Naviance Family Connection, click on the "Colleges" tab, click on "Colleges I'm Applying To," enter your Common App login information in the spaces provided
- Throughout the Common Application, make sure you are carefully completing the required information and always double check your grammar.
 - Add all of the schools you are applying to the college dashboard of the CA. *Only* the schools who participate in the CA can be listed here. Non CA schools to which you are applying must be added directly to the Naviance "Colleges I'm Applying to" page by you in addition to CA schools.
 - Complete all required sections of the CA and the supplements for each school. You cannot submit any application to a CA college until you have completed all initial sections of the CA. A supplement for an individual college may also be required before you may submit application.

Counselor Information on Common Application:

To enter your **school information** for applications:

- School Name: Wayne Hills High School
- School Code or CEEB code: **311574**
- Date of Entry: 09/2014 (unless you are a transfer)
- Date of Graduation: 06/25/2018
- School Address: 272 Berdan Ave, Wayne, NJ 07470
- Counselor Name: (*See counseling web page for correct spelling*)
- Counselor Phone Number: 973-317-2031
- Counselor Fax: 973-633-3188
- Counselor Email: (*See counseling web page if you are unsure*)
- Class Rank Reporting: **Decile**
- Decile Rank: **not yet available**
- Graduating Class Size: **not yet available**
- Rank Weighting: **Weighted**
- Cumulative GPA: **Refer to bottom of transcript (to be given out in September)**
- GPA Scale: 4.0
- GPA Weighting: **Weighted**

Senior Year Courses: Refer to Transcript. All full year Courses will be worth 5 Credits. ½ year classes are worth 2.5 credits. PE is 3.75 credits. Health is 1.25 credits.

Decile Distribution Class of 2017-2018

Not yet available

Student Checklist:

- I have taken the SATs or ACTs
- I have opened a common app account at commonapp.org
- I have completed the “student counselor questionnaire” on Naviance.
- I have asked at least 2 teachers for recommendations at least 2 weeks prior to needing them
 - In person
 - On Naviance
- I have followed up on Naviance to make sure that my letters are written and ready to be sent out.
- I have followed up with teachers on my own if my letters have not been uploaded yet.
- I have placed all of the colleges that I am applying to on the “colleges I am applying to” list on Naviance
- I have completed my common app
- I have completed any individual school applications
- I have completed any and all college supplemental questions through common app
- I have submitted payment for my application fees
- I have requested that my official SAT or Act scores be sent to the colleges to which I am applying (visit actstudent.org or collegeboard.org. Payment for sending scores is through the websites)
- I have signed and handed my “Transcript verification” sheet to my counselor
- I have submitted that my transcripts be sent to my schools by filling in transcript form B and submitting it to my counselor for every college to which I have applied with at least 2 weeks lead time
- I have started my Financial Aid process.
 - I have obtained a PIN at www.pin.ed.gov
 - I have filled out the FAFSA (Free Application for Federal Student Aid) online at www.fafsa.ed.gov.

Deadlines:

If you are applying early to any schools (EA, ED, Priority), you must inform your school counselor.

College Rep Visit Instructions

Throughout the early part of the year, college admissions representatives will be coming to Wayne Hills to meet students and present their school and program offerings. In order to attend these meetings, please read the following instructions:

- Login to your Naviance account
- Click on the ‘Colleges’ tab
- On the right, under ‘Upcoming College Visits’, click on the link ‘View all upcoming college visits’
- Scroll through the list of colleges coming to Wayne Hills, and for any schools you would like to attend, click ‘sign me up’. You will be at a page with the location and time of the visit, and click on the box ‘Sign me up’ and follow the instructions there.

Video instructions for signing up for college visits

https://youtu.be/Y7h1uYJGBpU?list=PLOGR6brqbT8lppJrqjll1Nf_39HR5dj16

College visit tracker form

COLLEGE VISIT TRACKER FORM

NAME OF COLLEGE: _____
Date of Visit: _____
Tour of Campus: _____
First Impressions: _____
Dorms: _____
Student facilities: _____
Transportation: _____
Security: _____
Impression of Students: _____
Impression of classrooms/faculty _____

Overall Impressions: _____

MY RATINGS: (1 = lowest; 10 = highest)

Campus: _____ Location: _____
Dorms: _____ Student Life: _____
Academics: _____
General Impressions: _____
TOTAL SCORE: _____
(Don't forget to take tons of pictures!)

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NAME OF COLLEGE: _____
Date of Visit: _____
Tour of Campus: _____
First Impressions: _____
Dorms: _____
Student facilities: _____
Transportation: _____
Security: _____
Impression of Students: _____
Impression of classrooms/faculty _____

Overall Impressions: _____

MY RATINGS: (1 = lowest; 10 = highest)

Campus: _____ Location: _____
Dorms: _____ Student Life: _____
Academics: _____
General Impressions: _____
TOTAL SCORE: _____
(Don't forget to take tons of pictures!)

Admissions Terminology

Early Decision: Application type where students apply in early fall of their senior year and are notified by the school in early to mid-December. If the student is accepted, a commitment-to-attend is required along with withdrawal of other college applications. A student can only apply to one college under Early Decision, as this is a binding agreement to attend. Not all schools have Early Decision plans. Most common ED deadlines are November 1st, 15th, and December 1st.

Early Action: Similar to early decision in that the application process is done earlier in the year, but the student is not committed to attend the institution if accepted. Student can apply to multiple colleges under Early Action. Most common EA deadlines are November 1st, 15th, and December 1st.

Single-Choice Early Action: Used by only a few selective schools. You can only apply to one college early, but the decision is not binding (i.e. Harvard).

Restrictive Early Action: Used by only a few schools. This is non-binding, but these schools do not want the student to apply early decision anywhere else (i.e. Boston College).

Regular Decision: Students apply to the college a bit later in the year with deadlines ranging from December 1st to March 1st. Students generally hear back from the schools in early April.

Rolling Admission: A procedure by which admissions decisions are made on a continuous basis throughout the year. Students are notified within about 3-4 weeks after receipt of completed application. Applying earlier in the year is best under this application type.

Priority: Certain schools have a priority deadline, which is the main deadline students should follow. Students should apply before the priority deadline to give themselves a better chance of housing, financial aid and getting accepted.

Deferred: Students that apply either Early Decision or Early Action, can be accepted, denied, or deferred to the regular admission pools. This means that no final decision has been made and the student's application will be put into the regular decision pool to be reviewed again.

Waitlisted: A response to an applicant indicating that his/her application is acceptable, but the limit of accepted students has already been reached. Wait listed students may be admitted after May 1st, if space becomes available.

Safeties are those where you have a great certainty of acceptance, according to the scattergram, and 'financial safeties' are those where you are most likely to receive 'free' money (merit scholarships and aid grants). Any acceptance which provides little merit money or where financial aid is mostly loans may put that college out of reach.

Targets are those colleges where you have a range of possibility of acceptance, from quite certain to 50/50. These will also have a range of 'financial' packaging with the best money associated with good probability of success and less generous where the odds are longer.

Reach schools would be those where you have less than an even chance of acceptance up to those where acceptance rates are increasingly small. The most highly selective colleges, the Ivies, NESCAC, some flagship public universities, are generally rated as reach colleges for even the most highly qualified applicants.

Deposits to save a student's spot in the college they plan on attending are usually due by May 1st. These deposits are generally non-refundable and usually cost about \$500.

The College Interview

Purpose: To help the college gather further information about your suitability as a candidate and to help you determine if this college is a good match.

Before the Interview: Evaluate yourself: identify your strengths, interests, weaknesses. Compose a list of questions about this college and its admissions process. Dress comfortably but appropriately.

At the Beginning: Shake hands with the interviewer; look the interviewer directly in the eye; know the interviewer's name-ask him or her to repeat it if you did not hear it the first time; introduce your parents, if they are with you, and then invite them to leave.

The Interview: An interview can last an hour and can be divided into six different parts:

- **Personal Background:** Where you have grown up, your parent's occupation/interests, information about siblings and colleges attended by family members. The purpose is to put you at ease.
- **Academic Background:** Information about your high school curriculum. Why you have taken certain classes and any academic awards.
- **Extracurricular:** What activities mean the most to you and why? Have you had any specific roles within an activity?
- **Academic Interest:** What are you interested in studying and how have these interests developed? What are your future career goals?
- **College Choice:** What are you looking for in a college/university? What expectations do you have in a school?
- **Why this school:** What brings you to this particular school? How does this school fit into your criteria?

Questions to expect:

- Tell me about your high school – what kind of environment does it have?
- What has been the most difficult course you have taken during high school?
- Is there a specific teacher or course that has really caught your interest?
- Can you explain why?
- What has been the most exciting academic project you done in high school?
- What has been your most significant academic accomplishment?
- Tell me what you have read outside of school lately.
- How would you use your talents at our university?
- What has been the most significant personal challenge you have ever faced?
- If I were to visit your school and talk with some of your friends, how would they describe you to me?
- What are your plans for after college?
- What specific questions can I help you with?

After the Interview: Thank the interviewer, shake hands, say good bye. Write a thank you note to the person who interviewed you.

College Planning Calendar Junior and Senior Year

Junior Year:

Winter

- Talk to friends, parents, and faculty members about colleges and careers.
- Organize a file box of personal and institutional information on post-secondary school opportunities.
- Analyze your PSAT scores.
- Register carefully for senior courses. Take the most demanding program you can manage

successfully.

- Talk to junior year teachers about college recommendations

Spring/Summer

- Schedule and take the SAT/ACT.
 - Research the prospective colleges on your list.
 - Visit the colleges of interest during spring break.
 - Develop an academic resume.
 - Attend a college fair.
 - Take Advanced Placement exams.
 - Schedule and take SAT subject tests if necessary.
 - Student athletes should send official transcript to NCAA.
-

Instructional videos

Many of the Youtube videos below were put together by a counselor at *Sycamore High School, Home of the Aviators*. The tutorials are well done and are a valuable review for our Patriots at Wayne Hills High School. This SUMMER is a wonderful time to review - AGAIN – the TABS on Naviance.

- 1. Resume builder on Naviance video- review**
https://youtu.be/4TI7dzpgj-l?list=PLOGR6brqbT8lppJrqjll1Nf_39HR5dj16
- 2. Career tab on Naviance video – review**
https://youtu.be/nRtmYDAg1rl?list=PLOGR6brqbT8lppJrqjll1Nf_39HR5dj16
- 3. About me tab on Naviance video - review**
https://youtu.be/j2h22cNOseg?list=PLOGR6brqbT8lppJrqjll1Nf_39HR5dj16
- 4. College tab on Naviance video - review**
https://youtu.be/wqJeGNUiboM?list=PLOGR6brqbT8lppJrqjll1Nf_39HR5dj16
- 5. Family connection video – grade 12**
https://youtu.be/TfgWocmroJs?list=PLOGR6brqbT8lppJrqjll1Nf_39HR5dj16
- 6. Family connection video – grade 11**
https://youtu.be/IAEh9j56nUg?list=PLOGR6brqbT8lppJrqjll1Nf_39HR5dj16
- 7. Course planner video – Naviance - update**
https://youtu.be/M4F4fi6Zzf4?list=PLOGR6brqbT8lppJrqjll1Nf_39HR5dj16
- 8. Transcript request video - Naviance – (we have additional paperwork that needs to be submitted)**
https://youtu.be/YP70JLOR3wE?list=PLOGR6brqbT8lppJrqjll1Nf_39HR5dj16
- 9. Find your gpa and test scores on Naviance video – review – (we do not give an unweighted gpa)**
https://youtu.be/L1o8BuEsf8A?list=PLOGR6brqbT8lppJrqjll1Nf_39HR5dj16
- 10. Sign up for college visits video - review**
https://youtu.be/Y7h1uYJGBpU?list=PLOGR6brqbT8lppJrqjll1Nf_39HR5dj16
- 11. Letters of recommendation video – how to ask through Naviance**
<https://vimeo.com/181063284>
- 12. Link your common app account to Naviance video**
<https://vimeo.com/102639828>

End of Junior Year/ Start of Senior Year

Now - September

- Ask teachers for letters of recommendation. Ask in person and then on Naviance with the drop down menu (College – letters of recommendation).
- Complete the Senior Counselor Questionnaire (on the About Me page) and save your responses to a word doc just to be safe. This is used by your counselor to write the counselor letter for you. Do a good job so we can do a good job for you ☺
- Firm up you list of colleges and put them on the “Colleges I am applying to” list on Naviance.
- **ANY COLLEGE YOU TO WHICH YOU APPLY MUST BE PLACED ON THIS LIST!**
- Review the essay prompts from Common App and start thinking about or writing your essay. Your essay should be an AMAZING view into who you are. Take it seriously and do a good job. Let other people read it and get as much input as you can.

August

- Common App opens! Apply, Apply, Apply!

September

- **Sign and hand transcript release form to your counselor. Without it we cannot send out your transcripts. Applications that you send out are not complete until we send out your transcripts**
- Meet with college admissions reps who come to visit our school. Check on Naviance for dates and to register.
- Know application deadlines for the schools and scholarships you wish to apply to. They may vary and it is **essential to meet all deadlines!**
- Meet with your School Counselor to be sure your list includes colleges appropriate to your academic and personal record.
- Review your applications, transcript, activities resume and college essays with your parents, School Counselors to ensure they are accurate and complete.
- If you have not completed the required tests or if you are not happy with your scores register for the upcoming SAT’s, ACT’s and SAT II’s.
- **Go to ACTstudent.org or collegeboard.org and send your ACT/SAT scores. Your application may not be complete until these scores are received by the colleges.**
- Apply, apply, apply!
- **Come see your counselor as soon as you apply to any school. Every school to which you apply must be written into the “High School Transcript Request” sheet and submitted to your counselor or your transcripts will not be sent to your colleges.**

October

- Know your deadlines and keep working on applications!
- Start your Financial Aid process. Both you and your parents need to obtain a PIN at www.pin.ed.gov so you can fill out the FAFSA (Free Application for Federal Student Aid) online at www.fafsa.ed.gov.

December

- Know your deadlines and keep working on applications.
- Keep looking/applying for scholarships- get your college paid for!

- Withdraw other applications if you receive binding early decision acceptance.
- Remember to inform counselor of college acceptances, denials, deferred, etc.

January

- Keep working in your classes! Grades and courses continue to count throughout your senior year.
- Request that the registrar send mid year reports (the transcript of your first semester grades) if your colleges require them.
- Send “thank you” notes to teachers/faculty who have written your recommendations.

March

- Stay focused and keep studying- only a couple more months to go!

April

- Review your college acceptances and financial aid awards. If you are positive you will not enroll at one or more of the colleges that accepted you please notify those colleges that you have selected another college. If you know which college you will attend, send your tuition deposit and follow all other instructions.

May

- Take Advanced Placement exams, if appropriate and request that your AP scores be sent to the college you will be attending.
- Complete your Senior Survey! This lets the registrar know where to send your final official transcript.
- As soon as possible, inform all colleges that accept you whether you plan to attend or cancel;
- **final date to reply** is the National Candidate Reply Date, May 1.
- If you have been placed on a “waitlist” for a school (or schools) you would like to attend,
- accept the opportunity if you like, but be sure to accept and deposit at a college that accepted you.
- Notify your counselor of your decision.
- Take Advanced Placement exams; have scores sent to the college you have selected

June

- Notify the college of any private scholarships or grants you will be receiving.
- Know when the payment for tuition, room and board, meal plans, etc., is due. If necessary, ask the financial aid office about a possible payment plan that will allow for you to pay in installments.
- Congratulations! You have completed a difficult task, now it’s time to look forward to graduation!