

CHS School Counseling Department

College Application Steps

1. Gather & Prepare Necessary Materials

- a. **Application Organizer:** List of all necessary tasks, materials, and deadlines for each college applying to.
- b. **Transcript:** Lists information for all courses completed in HS. Includes GPA, QPA, Class Rank, & Class Size.
- c. **Resume:** Create list of your educational, employment, and volunteer experiences, accomplishments, awards, recognition, and notable skills.
- d. **College Essay:** Well-written, edited, and relevant to the prompt provided by the application.
- e. **Recommendation Letter(s):** If needed for any applications. See below for directions.

2. Update Naviance (Family Connection) Account

- a. Complete the “Senior Brag Sheet” (located under the “About Me” section)
- b. Update list of “Colleges I’m Applying to” in the Colleges tab. (Add each college applying to)
- c. **NOTE:** If any of your schools use the “Common App” (you will see a red CA under delivery type) you will need to create a Common App account, and merge with your Naviance profile.

3. Completing your Applications

Find out which application is used by each college by going to the Admissions section of their website.

Common App

<https://www.commonapp.org/>

- I. Add each college using CA to application.
- II. Fill out the Educational Information section
- III. Sign the FERPA Waiver, then merge CA and Naviance accounts.
- IV. Complete any supplemental sections required by each individual school.
- V. Review & Submit CA for each college.

Coalition App

<http://coalitionforcollegeaccess.org/>

- Create account & complete profile.
- Upload documents & information to your “Locker”.
- (Optional) Invite a “Mentor” to review and provide feedback on application materials within “Locker”.
- Review & Submit application materials to each college using this application.

University Application

- Specific to each college/university.
- Go to the college’s website, and follow the provided instructions.
- Create account and complete all application sections.
- Review and submit application.
- Submit all required supplemental documents before deadline.

4. FERPA, Transcripts, & Recommendations

- a. **FERPA Waiver:** *Students MUST submit signed FERPA Release Form to the School Counseling Office before Transcripts and Recommendation Letters can be released to colleges.*
- b. **Transcripts**
 - i. Go to “Colleges I Am Applying To” page in Naviance → Add EVERY college you’re applying to
 - ii. Choose the “Application Type” (Early Action, Early Decision, Regular Decision, etc.).
 - iii. Choose how you will submit your application (Common App or Direct to Institution)
 - iv. Check the box if you have submitted your application
 - v. Click [Add and Request Transcript] → Check the box for “Initial Transcript”
- c. **Letter of Recommendation (Teacher/Counselor)**

- i. Ask for recommendation in person before submitting your request.
- ii. **NOTE:** You must complete the “**Senior Brag Sheet**” (Naviance) before Recommendation Letter will be written. *Teachers may also request copy of Resume.*
- iii. Go to “**Colleges I Am Applying To**” page in Naviance → [**Letters of Recommendation**].
- iv. Click [**Add Request**]. Choose the Teacher/Counselor you’d like to write your recommendation.
- v. Indicate which school(s) letter will be used for. → Can send to *ALL* schools or *SPECIFIC* school(s).
- vi. Click [**Submit Request**]
- vii. **GIVE AT LEAST 2 WEEKS** notice for anyone providing a letter of reference.
- viii. Write a thank you note to each referencee, which includes a reminder of the submission deadline.

5. Test Scores & Fee Waivers

a. Standardized Test Scores

- i. Official score reports must be requested by the student, and sent directly by the testing agency. Your high school cannot send official ACT/SAT/AP scores to colleges on your behalf.
 - **SAT and AP Exam Scores:** <https://www.collegeboard.org/>
 - **ACT Scores:** <https://www.act.org/>

b. Application Fee Waivers

- i. Students receiving “Free or Reduced-Price Meals”, or who’s families are facing economic hardship, may be eligible for fee waivers to complete the SAT/ACT exams, and to waive the fee for submitting some or all of their college applications.
- ii. See your School Counselor to discuss your eligibility.

6. Monitor & Check-In

- a. Monitor your application’s status through each application site.
- b. Monitor supplemental document submission status through Naviance.
- c. Reach out to the college Admissions Office with any questions, and follow up on any notifications they send you.
- d. **READ! Pay attention to any application requirements and all DEADLINES.**

For More Information

- Naviance: <https://student.naviance.com/catonsville>
- CHS School Counseling (Schoology): 7DVXZ-XXDD9
- School Counselors
 - (A-C) Mr. Todd Pinson (tpinson@bcps.org) 443-809-3822
 - (D-I) Mr. Gerard Kowalczyk (gkowalczyk@bcps.org) 443-809-3823
 - (J-Mb) Mr. Brian Stewart (bstewart3@bcps.org) 443-809-3801
 - (Mc-R) Mrs. Kimberly Carrell (kcarrell@bcps.org) 443-809-3821
 - (S-Z) Mrs. Brittany Watkins (bwatkins4@bcps.org) 443-809-3819
 - (CCR) Ms. Lauren Weston (lweston@bcps.org) 443-809-3720

CHS College Planning Workshops

September 19th 6:00p – 7:30p	Senior College Info Night: College Application Process, Naviance & FAFSA info.	Cafeteria
October 3rd 6:00p – 7:30p	Financial Aid Night: Presentation by CCBC Financial Aid Rep on how to navigate the FAFSA completion & submission process.	CHS Library
November 21st 6:00p – 7:30p	Course Registration & ECAP Information Night: Presentation on the range of class options offered to students by CHS and CCBC for the 2020-2021.	Auditorium

<p>January 16th 6:00p – 7:30p</p>	<p>Junior College Planning Night: College Application Process, Naviance & FAFSA info.</p>	<p>CHS Library</p>
<p>February 13th & 14th 8:00a – 1:30p</p>	<p>FAFSA Completion Day: (By Appointment Only) Assistance with completing & submitting the FAFSA.</p>	<p>CHS Library</p>
<p>March 19th 6:00p – 7:30p</p>	<p>Underclassmen Spring College Info Night: Kickstarting the college search and application process. How Naviance can help both students and parents.</p>	<p>Cafeteria</p>