



## SENIOR YEAR TIMELINE & CHECKLIST

### **Fall (September-November):**

- Finalize college list
- Complete college essay
- Schedule an appointment with your school counselor
- Schedule college visits and/or interviews
- Complete CommonApp
- Match CommonApp to Naviance
- Complete Brag Sheet on Naviance
- Reach out to teachers regarding letters of recommendation  
**\*at least *three weeks* in advance before your application is due\***
- Request LOR through Naviance
- Sign up for college representative visits at Brady (See SCO for more detail)
- Last chance for SAT test - register online through CollegeBoard
- Scholarship applications (Continue to check Scholarship list in Naviance)
- File for FAFSA (Available October 1)
- Complete applications (**Early Decision, Early Action** & Rolling Admission)

### **Winter (December-February):**

- Complete any tasks from above list that you have not completed
- Submit Regular Decision applications
- Schedule an appointment with your school counselor
- Scholarship applications (Continue to check Scholarship list in Naviance)
- Complete FAFSA

### **Spring (March-May):**

- Scholarship applications (Continue to check Scholarship list in Naviance)
- Verify / compare your financial aid packages
- Decide where your next chapter begins!
- Request transcripts (directly from SNHU and/or NHTI) for dual enrollment courses to be sent to your future school
- Enter your 'Attending School' on Naviance



## Application Procedure Overview

### The Student Will....

- Fill out applications- Common Application/School Applications
- Request Letters of Recommendation from teachers
- Notify their school counselor of Letter of Recommendation deadlines
- If desired, send official test score reports to college from the testing agency's website (SAT- CollegeBoard.com)
- Complete necessary essays & supplemental materials (Google common app essay prompts)
- Pay Application fee & submit applications
  - Pay attention to free applications. Ex/ Plymouth State applications are always free by using the Panther Application on their website.
- File for the Free Application for Federal Student Aid (FASFA): opens October 1st
  - Complete the College Scholarship Service Profile (CSS) if it is required by your prospective schools.

### The Counselor Will...

- Assist students and answer questions about applications
- Complete counselor reports and/or letters of recommendation
- Submit transcripts, school profile, and letters of recommendation to colleges.



## Which Admission Deadline is Right For You?

**4 Types of College Admission Deadlines:** Early Action (EA), Early Decision (ED), Regular Decision (RD), and Rolling Admission

### Early Action:

- Typically October/November/December deadline
- Apply early & find out admission status early
- **Non-Binding:** meaning you're not obligated to enroll in that college if you're accepted
- **Restricted Early Action:** still **non-binding**, but means you can't apply early to another private school

### Early Decision:

- Apply Early (usually between Oct. 1 and Dec. 1) & find out early.
- ED applications are **BINDING** meaning you are **OBLIGATED** to attend if you're accepted.
  - Some colleges have **Early Decision II**- a second ED deadline after the first one.
  - **ED decisions must be discussed with your counselor ahead of time** as they require our approval in Naviance

### Regular Decision:

- Typically due January/February
- RD is the standard application deadline

### Rolling Admission:

- Admissions decisions, aid, and program space is decided on a first come first serve basis

### Keep In Mind:

- The above timeline is an approximation. You are responsible for keeping track of the specific application deadlines for each of your schools- you can find this info on the school's website or Naviance
- Some programs/majors might have priority deadlines that differ from regular deadlines.
  - Ex/ Nursing, Arts, PT, etc.
- **Financial aid deadlines are different from admission deadlines:**
  - **FAFSA** opens Oct 1, 2021; deadline is June 30, 2022
  - **CSS** deadlines vary by school, but the deadline is typically in Jan/Feb/March
  - Check school websites & Naviance for school-specific scholarship deadlines



# Class of 2022 Common Application Cheat Sheet

College Resource Packet



## Family Section

- Find out parent(s)/guardian(s) occupation title and field
- Find out parent(s)/guardian(s) education level, # of colleges they attended, the name of the college(s) they attended, the degree they received & what year they received it

## Education Section:

- **Date of Entry:** September 2018
- **Graduation:** June 2022
- **School Counselor Information:**
  - Ms. Wojtas || [bwojtas@bishopbrady.edu](mailto:bwojtas@bishopbrady.edu) || 603-224-7418 x283
  - Ms. Perrault || [kperrault@bishopbrady.edu](mailto:kperrault@bishopbrady.edu) || 603-224-7418 x285
- **Class Size:** 70
- **GPA:** Weighted & 100 point scale; refer to lower left corner of transcript for GPA number
- **Current Courses:** Refer to transcript
  - **Course Level:** All BBHS courses are College Prep unless they're an AP, Honors, and/or Dual Enrollment Course- a list of these specified courses can be found in this packet & the POS
- **Honors:** Include up to 5 honors
  - **Ex/** End of year Academic Awards, National Honor Society, NH Scholars, Honors Courses, etc.

## Activities Section:

- List up to 10 activities in order of importance/most involved
- You may combine similar activities under one section when possible
- Approximately 40 weeks in a school year
- Athletics: average high school season is 12-15 weeks and 10-12 hours a week

## Testing Section:

- Only report your best scores!
  - If your school is test optional, and you add your scores in this section, they will HAVE to use them as part of your application. Consult with your counselor for more info
- You can indicate if you are taking a future test
- Adding info to this section does not make it official
  - **Scores need to be sent directly from the testing agency website to your colleges-** there is a fee to send scores
  - Any BBHS seniors reporting scores from the School Day SAT last year: March 24, 2021

## Courses & Grades Section:

- **Many colleges and universities do not apply self-reported transcript information** in their admissions and enrollment management processes.
- If you're not applying to a college that requires Courses & Grades, then you don't need to complete this section.
- If you are required to fill out this section, please refer to your transcript.



## Tasks to Complete in Naviance

**Logging In:** Go to <https://student.naviance.com/bishobhbs>

- **Username/Email:** Your username *should* be your Bishop Brady email address
- **Password:** If your password doesn't work, email your counselor asking to reset it. You will then receive an email from Naviance with directions to reset your password- you must do this in a timely manner or the temporary password will expire.
- **Parent Accounts:** Parents can email the school counselors for assistance with their parent accounts

### Matching Common App & Naviance: COMPLETE THIS STEP BEFORE CONTINUING

- Go to [www.commonapp.org](http://www.commonapp.org) and create an account
- In order to link your Common App & Naviance accounts, you have to **fill out your high school info** and **add at least one college** you're applying to under the "My Colleges" section.
- Click on one of the colleges in your list. Go to the **Recommenders & FERPA** section. Read through the prompts and select "Yes, I waive my rights".
  - Waiving your rights lets colleges know that you don't intend to read your LORs, which helps reassure colleges that the letters are truthful and candid.
  - Some recommenders may decline to write a letter for you if you do not waive your rights.
- Sign into Naviance. Go to "Colleges I'm Applying To" and click "Match Accounts". If all the info is correct, it will match successfully.

**Brag Sheet Instructions:** The brag sheet is used by your school counselor/teachers to write your letters of recommendation and it is required. There is a **parent brag sheet** to provide more context, but it's optional.

- **Access to brag sheet:** click on "About Me" in the top right hand corner of screen and select "surveys from your school". Select the brag sheet survey from this page
- **Tip:** Type your answers in a Google Doc then copy & paste your answers. Naviance will automatically log you out if you are idle for a certain period of time.
- **Tip:** Always hit "Save and Come Back" if you have not completed the sheet in its entirety (counselors can still see your answers at this point). You cannot edit your answers once you hit "Save & Finish".
- **Tip:** The more detailed the better! **Put in the same amount of time/effort that you would expect from your counselor/teachers who are writing letters on your behalf.**
  - If you experienced any special circumstances throughout your time at BBHS, let your counselor know in person- this may add valuable context for admissions counselors.
- **Deadlines:** Your brag sheets must be completed at least 2 weeks before your application deadline to allow enough time for staff members to write your LOR
- **Disclaimer:** Teachers ARE NOT OBLIGATED to write you a LOR, so make sure you ask well in advance and have some backup options.

## Requesting LORs in Naviance:

- **Etiquette:** Ask your teachers and counselor IN PERSON if they will write a LOR on your behalf & **let them know your first deadline.** Once you ask in person, you need to officially request them in Naviance.
- **Access to LOR Requests:** Click on the “Colleges” tab then click on “Letters of Recommendation”. Click “Add Request”, select the teacher, and select which college(s) you want the teacher’s LOR to be sent to.
  - You will be able to see the **minimum/maximum # of LORs** for each college at this point. If you asked 3 teachers for LORs, but a school you’re applying to only allows 1, then this is where you specify which teacher’s letter you would like to be sent.
  - **Counselor recommendations aren’t factored into min/max LOR amounts** as ours are separate.

## Creating Your College List:

- On the homepage, click “Colleges I’m Applying To”.
- To add a college, use the pink + button in the top right corner. Type in the school you want to add.
- **“App Type”:** make sure you select the correct deadline you want- RD, EA, Rolling, etc.
  - **IT IS IMPERATIVE YOU CHOOSE THE CORRECT DEADLINE OR ELSE YOUR TEACHERS WILL NOT KNOW THEIR ACCURATE DUE DATES and may not complete your letters on time as a result.**
- **“Submit My Application”:** Most schools utilize the Common Application. Whenever Common App is offered, please select that option.
  - **REMEMBER-** You will need to match your Common App account to your Naviance account.
- **Transcripts:** You do not need to officially request your transcripts as we automatically send initial, mid-year, and final transcripts to your potential colleges as soon as they are available.
- **Only check the “I’ve submitted my application” box if you already submitted all your materials.**