Seniors! – Common Application/Naviance Instructions

Steps in the college process, when it is time to start filling out applications

Make your Common App (CA) Account:

- Make sure you have made an account on Common App (CA) for your applications, as most schools use this application https://www.commonapp.org/
- Once you make your account you will need to start filling in some basic information, education, family, etc.
- Add all colleges you are interested in, and choose the correct deadline you are interested in
- Your email in Common App (CA) must match your email in the Naviance Family Connection. Make sure they are up to date or they will not "match" your accounts later in the process. We will not be able to send our information if they are not matched

Matching Accounts:

- Once you have your CA account, log in to Naviance (quick link on the BBHS counseling page under the Naviance section) and go to the colleges tab. Under "Colleges I'm Applying To"
- There will be a blue "Common App Matching" red box. You will have to input your CA email here to link your CA account to Naviance. This will allow us to send letters, transcripts, forms, etc. You can not match accounts until you have filled in the Education and FERPA sections in the CA
- List all colleges that you plan on applying to with the correct deadline that you entered into the CA

Letters of Recommendation:

- You must ask all teachers for your letter of recommendation by **October 15**
- Back on the colleges tab, click on "apply to college" tab and then "letter of recommendation". This will open up a new screen
- Please ask teachers IN PERSON prior to doing this step
- Please be specific as to what colleges you would like your recommenders to upload their letters to (*you should have all colleges listed on the college tab prior to this step).* Some schools will only take one letter. So, if you want a specific letter to go to that school, pick that school for that teacher
- CA will let you know how many letters are needed for each school on the "request recommenders" link
- There is a place below the list of colleges that you can send a quick note to the teacher when this request is sent. Just write "Thank you for writing me a letter of recommendation, and my first deadline is XX", so they know when their letter is due
- Remember- you do not add teacher in Common App, only in Naviance

Student/Parent Brag Sheet:

- You and your parents must fill out your brag sheets at least 2 weeks before your letters of recommendation are due
- Go to the "About Me" tab, then click on "My Surveys"
- Under "My Surveys" click on "student brag sheet" and complete the form
- Save your answers often, as your responses do not automatically save and Naviance will log you out after 59 minutes of inactivity

College Athletics- NCAA:

- If you plan on going through the NCAA clearinghouse for Division 1 or 2 athletics, we will upload your transcript onto their site once you are registered on the clearinghouse. You should list NCAA as a college when taking the SAT or ACT so that they receive your scores, as well.

SAT/ACT:

- You must send your SAT or ACT scores directly to your colleges from their websites. We do not send scores, as colleges will not accept them from high schools anymore. Go to http://www.actstudent.org/ for ACT or http://sat.collegeboard.org/scores for SAT scores to be sent.
- They do say it will take 2-4 weeks for scores to be sent unless you pay extra to expedite the scores

The FASFA (Free Application for Federal Student Aid):

- Can be started on October 1. Even if you think your student will get no Financial Aid, still fill this form out so they can take out a student loan if needed. It is free: www.fafsa.ed.gov/

CSS Profile:

- If you are applying to a private college, you may have to fill out the CSS Profile along with the FAFSA. A list of schools is located on this site, along with the form: https://profileonline.collegeboard.org/prf/index.jsp
- Some CSS deadlines are **prior to the application deadline** and vary by school, so make sure you have looked this up

Make sure you have met with your school counselor to let us know when you plan on hitting "send" for your schools! Thank you for your time, and good luck with this process. We are here when you need us!   -BBHS School Counseling Office
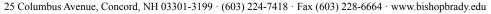
Senior Year Timeline & Checklist

Fall (September-November)
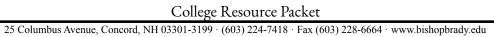
- ☐ Finalize college list
- ☐ Complete college essay
- ☐ Schedule an appointment with your school counselor
- ☐ Schedule college visits and/or interviews
- ☐ Complete CommonApp
- ☐ Match CommonApp to Naviance
- ☐ Complete Brag Sheet on Naviance
- ☐ Reach out to teachers regarding letters of recommendation
  *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 FASFA (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!
- ☐ 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
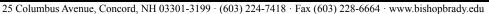- RD is the standard application deadline

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, 2022; deadline is June 30, 2023
  - **CSS** deadlines vary by school, but the deadline is typically in Jan/Feb/March
  - Check school websites & Naviance for school-specific scholarship deadlines

Tasks to Complete in Naviance

Logging In: Go to https://student.naviance.com/bishopbhs

- **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 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 <u>brag sheets must be completed **at least 2 weeks** before your application deadline</u> 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.**

Class of 2023 Common Application Cheat Sheet

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:** August 2019
- **Graduation:** June 2023
- **School Counselor Information:**
  - Ms. Zouzas ‖ szouzas@bishopbrady.edu ‖ 603-224-7418 x283
  - Ms. Loth‖ sloth@bishopbrady.edu ‖ 603-224-7418 x285
- **Class Size:** 63
- **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
  - **Example** ~ 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 23, 2022

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.