

# BATTLEFIELD COLLEGE APPLICATION PROCESS CHECKLIST

\_\_\_ **Begin College Application:** See college website for directions & deadlines/requirements. List your colleges in Naviance Student under “Colleges I’m Applying To”. This is a one stop shop for you to see all your deadlines!

\_\_\_ **MATCH your Common Application to Naviance Student** (if applicable):

Create an account on Common App website

1. Add all colleges to which you are applying
2. Complete Common App FERPA
3. Complete High School information (see transcript)
4. Match Common App to Naviance Student: Click “Colleges I’m Applying To” -> Click “Match” top right corner, Input Common Application e-mail address -> Click “**Match**”

\_\_\_ **Submit BHS FERPA** form with parent/guardian signature to Counseling Center secretary.

\_\_\_ **Request transcript** Three Step Process:

1. Log into Naviance Student [Log In: student number; Password: birthday (MMDDYYYY)] to place electronic request (BHS website -> Our School -> Counseling Center -> Naviance Student)
  - a. Click “Colleges I’m Applying To” -> Select box to the left of college -> click “Requests Transcripts at the top right corner” -> “Submit”
2. Complete “Transcript Request Form” (link is on the home page of Naviance Student)
  - a. Locate and download form from Naviance Student. Below icons indicate submission/application type.



= Electronic submission, apply on Common Application website (Match in Naviance Student)



= Electronic submission, apply on college website



= Electronic submission, apply on Coalitionforcollegeaccess.org




= Mail Transcript & Letters of Recommendation

3. See the Counseling secretary to sign documentation, submit “Transcript Request Form”, and make payment.
  - Transcripts will be processed within 15 school days (pay attention to deadlines and weather - nothing is processed if school is closed)
  - NCAA, scholarships, and first 3 transcripts are free. Additional transcripts are \$5 each paid for in the counseling center (cash, check, or money order payable to BHS)
  - **Mid-year & Final year transcripts** are processed automatically at no additional charge

\_\_\_ **Request SAT/ACT Scores directly from College Board/ACT** to be sent to your colleges/universities.

\*Scores listed on your transcript are not considered official!

\_\_\_ **Request Teacher Recommendation: (as needed) IN PERSON.** With teacher approval, submit your electronic recommendation request through Naviance Student under “Colleges I’m Applying To” bottom of page

- Select the colleges you would like your teacher to send the letter to (place an individual request for each teacher)
- All colleges must be listed in Naviance Student “Colleges I’m Applying To” in order to select the school
- Teachers will submit letters directly to colleges
- If it is a school that is  “mail only,” please provide a stamped and addressed envelope to your teacher
- It is your responsibility to learn the recommendation letter policy for the colleges to which you are applying. Policies for submitting letters vary by college; check admissions requirements.

\_\_\_ **Request Counselor Recommendation: (as requested)** Deadline to place a request is November 15<sup>th</sup>.

- See your counselor to place a request.
- Requests are processed within 15 school days.
- Student must provide a resume/completed interview questions to the counselor to begin this process

## College Application Process: Main Components

1. Application- Typically online on college website. You may be directed to apply through Common Application (Common App) ([www.commonapp.org/](http://www.commonapp.org/)) or Coalition (<http://coalitionforcollegeaccess.org>) – Application Fees \$
2. Essays/Personal Statement- requirements vary, see college admissions requirements.
3. Transcript- Follow BHS procedures (Naviance Student & in-person sign-off & payment w/ counseling secretary).
4. Secondary School Report- Automatically completed by counselor and submitted with your transcript.
5. Letters of Recommendation- requirements vary, see college admissions requirements.
6. College Admission Test Scores- SAT/ACT/Subject Tests as applicable, see college admissions requirements.  
Student must request scores directly from CollegeBoard (SAT) / ACT to be delivered directly to the college. No other scores are considered official.
7. FAFSA- Financial Aid, all students are encouraged to complete this free government application ([fafsa.ed.gov](http://fafsa.ed.gov)). Available beginning October 1<sup>st</sup>
8. Scholarship Opportunities- See list in Naviance Student, [scholarshipsharing.com](http://scholarshipsharing.com), check college websites.

**\*Accountability:** A college-bound senior is responsible for accurately completing application components. Each senior should be submitting his/her application in a timely manner and requesting assistance as needed.

### Finding YOUR BEST FIT

- Super Match- Find a list of colleges that fit your wants and needs in Naviance Student under “Colleges”, “Find Your Fit”
- Ask yourself, “What do I need in an educational setting?”
  - What were the components in high school that made a class setting good for you?
  - What do I want from college (environment, experience, opportunities)?
  - Who teaches my classes at college (professors, graduate students, adjunct professors)?
  - What honors programs are available?
  - What internship and research opportunities are available?
  - What is the colleges statistics on graduates finding a job?

**“College is a match to be made not a prize to be won.”**

### Naviance Student Quick Tip Guide

#### **Accessing your Application List**

- Click the Colleges tab at the top of the page -> Click “Colleges I’m Applying To”

#### **Requesting a Teacher Recommendation \*speak with your teacher prior to sending an online request**

- Process must be completed for EACH additional request. College must be listed in Naviance Student
- Click the “Colleges” tab at the top of the page -> Click on “Letters of Recommendation”-> Click on “Add Request”
- Select a teacher from drop-down menu (if the teacher is not on the list, email your teacher and counselor)
- Select college(s) to which you wish your teacher to send a letter of recommendation -> Click “Update Requests”
- Include a note and provide your teacher with your resume
- Click “Save”. Your teacher will receive an email and the request in their queue.
- Check Naviance Student for the status of your letter. Letters are sent directly to colleges via Naviance Student

#### **Requesting a Transcript**

- Click “Colleges” -> “Colleges I’m Applying To” -> check box to the left of the school and click “request transcripts” at the top right corner, select initial transcript and submit. **\*\*Be sure to match your Common Application in Naviance (sign CA FERPA in your college application)**
- **\*\*Complete “Transcript Request Form” link found on the home page in Naviance Student, bring form and payment to the counseling secretary & sign each request IN PERSON.**
- Process time: 15 SCHOOL DAYS TO PROCESS A TRANSCRIPT REQUEST!

#### **Add/Update e-mail address**

- Click “About Me” at the top, right of the page -> Click “My Account” -> Check e-mail address
- To add or update click on the pencil under “Contact Info” -> Enter e-mail address and select update

#### **College Visits & Scholarships**

- Log into Naviance Student -> Scroll to the bottom of the home page to see “What’s New” a list of college visits. Click “Register” and check your email for confirmation. This email serves as your pass out of class
- Click College’s tab, Click scholarship list in the “Scholarships & Money”