

The College Application Process and Naviance



HHS Counseling Department

Deciding Where to Apply

- Naviance & CollegeBoard - gather data about schools, their programs and admission requirements
- Use scattergrams to make sure choices are realistic
- Ensure your list of schools are a good fit, meet your needs, and are affordable for you and your family
- Try to make campus visits in person or virtually and attend open houses when available



Deciding Where to Apply: Visit with Colleges

- Sign up to meet with College Reps who are visiting HHS virtually

Sign up in Naviance

SEPTEMBER Thu 15 08:15AM	Saint Anselm College 📍 Not Specified 0/50 seats are taken.	REGISTER BY Thursday, Sep 15 2022, 06:15AM View Details
SEPTEMBER Thu 15 08:30AM	Bucknell University 📍 Not Specified 3/50 seats are taken.	REGISTER BY Thursday, Sep 15 2022, 06:30AM View Details
SEPTEMBER Thu 15 09:30AM	Boston University 📍 Not Specified 4/50 seats are taken.	REGISTER BY Thursday, Sep 15 2022, 07:30AM View Details
SEPTEMBER Thu 15 09:30AM	Gwynedd Mercy University 📍 Not Specified 0/50 seats are taken.	REGISTER BY Thursday, Sep 15 2022, 07:30AM View Details
SEPTEMBER Thu 15 01:30PM	Emerson College 📍 Not Specified 2/50 seats are taken.	REGISTER BY Thursday, Sep 15 2022, 11:30AM View Details

Counseling
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College/Career Visit Calendar
Course Selection Process
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Local Scholarships and Awards
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College/Career Visit Calendar

Calendar

< SEPTEMBER 2022 >								
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY		
28	29	30	31	1	2	3		
4	5	6	7	8	9	10		
11	12	13	14	15 📍 Saint Anselm College [In-person Visit] 8:15 AM - 8:45 AM	16 📍 Gettysburg College [In-person Visit] 8:15 AM - 8:45 AM	17		
				📍 Bucknell University [In-person Visit] 8:30 AM - 9:00 AM	📍 University of Chicago [In-person Visit] 9:30 AM - 10:00 AM			

Students can also view colleges that are visiting on the Visit Calendar located on the Counseling website

Begin Applying to College

Students should begin on each individual college's website to determine how to apply and what supplemental materials are needed to complete the application (transcript, teacher rec, counselor rec, courses & grades, SRAR, etc.)

The college website details specific information for students that may not be found on other websites.

Then, students may use one of these methods to begin their application:

- Common Application
- Coalition Application
- Application on the college's website



Methods of Admission

Early Action: an early application process that allows you to apply early to multiple schools. If you are admitted, you are not required to attend. Students will be admitted, denied, or deferred. If your application is deferred, your application will be reconsidered at later time in the admissions cycle. You do not need to reapply or re submit your application to be considered.

Restrictive Early Action: an early application process where you may apply early to only one school. If you are admitted, you are not required to attend. Students will be admitted, denied, or deferred.

Early Decision: a binding early application process where you may only apply early to one Early Decision school and are committed to attending if you are admitted. Students will be admitted, denied, or deferred.

Regular Decision: a non-binding process by which you may apply to as many schools as you wish. Applications are usually due around January 1st, decisions are released on predetermined dates, (often in March and April) and you must decide where you are attending by May 1st. Students who applied through an early program and were deferred will usually be considered during regular decision. Students will be admitted, denied, or placed on the waiting list, if that is offered.

Rolling Admissions: an application process where you apply within a broad window of time and receive your admission decision based on when your application is submitted.

If you ultimately decide to attend a college where you have been admitted, you'll need to commit to one school by May 1st during the application year. Some schools may require an enrollment deposit.

Common App FAQ's

These are the answers to many frequently asked questions regarding the education section of the Common Application.

This document is located on the main page of the Counseling website, under Post-High School Planning - Common App Education Section Help Sheet

Common Application Education Section help sheet

CURRENT OR MOST RECENT SECONDARY SCHOOL:

High School Name	Haverford High School
High School Address	200 Mill Road, Havertown, PA 19083
CEEB Code	391705
Graduation Date	6/2023
Counselor's job title	School Counselor

School Counselor	Email Address	Phone Number
Amy Alderfer	aalderfer@haverfordsd.net	610-853-5900 ext. 2577
Cynthia Costanzo	ccostanzo@haverfordsd.net	610-853-5900 ext. 2573
Tricia Dyal	pdyal@haverfordsd.net	610-853-5900 ext. 2574
Marie Galzerano	mgalzerano@haverfordsd.net	610-853-5900 ext. 2575
Katie Jones	kjones@haverfordsd.net	610-853-5900 ext. 2576
Kevin Murphy	kmurphy@haverfordsd.net	610-853-5900 ext. 2572
Lauren Pellicane	lpellicane@haverfordsd.net	610-853-5900 ext. 2578

GRADES:

Graduating class size (approx.)	535
Class rank reporting	Decile
Decile rank	Your decile rank indicates where your weighted GPA falls among your graduating class. Decile ranks can be found below or in the School Profile on the Counseling website.
Rank weighting	Weighted
Cumulative GPA	Your weighted cumulative GPA can be found by clicking on About Me and then on My Account in Naviance.
GPA scale	5
GPA weighting	Weighted

CURRENT OR MOST RECENT YEAR COURSES:

Course scheduling system	Semester
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CLASS of 2023 CUMULATIVE WEIGHTED GPA BY DECILE:

10%	4.845 - 5.170	60%	3.502 - 3.882
20%	4.557 - 4.839	70%	3.190 - 3.493
30%	4.346 - 4.556	80%	2.846 - 3.177
40%	4.112 - 4.339	90%	2.241 - 2.832
50%	3.884 - 4.108	100%	0.456 - 2.235

**I started working on my
college applications...**



What should I do now?

Prepare Supplemental Materials

- Complete the Electronic Transcript Release Permission Form (in Naviance or Counseling Website)
- Complete Post-High School Planning Reflection and Activities Record in Naviance
- Request letters of recommendation from teachers
- Send SAT/ACT scores
- Request Transcripts and Counselor Letters of Rec via the Google Form in Naviance



How to Request Supplemental Materials

Transcript Request Instructions for Post-High School Applications - located on the Counseling Website, at the bottom of the home page of Naviance or in your Counselor's Canvas course.

Transcript Request Instructions

Transcript Request Instructions for Post High School Applications

*****Students should visit each school's website directly or The Common Application and begin their individual applications prior to requesting transcripts. When creating your college application account, please be sure to use a personal email address. School district email should not be used for college applications.***

1. Complete **Transcript Release Permission Form** (found on the HHS Counseling website under "Forms" or on the home page of Naviance at the bottom under *Pages*) prior to submitting the first request for a transcript. **Completion of Steps 1-8 will initiate the Official Transcript Request and the 15 school day processing time for your transcripts.**
2. If you need a counselor letter of recommendation or a secondary school report form completed by your counselor, complete Parent Information Sheet, Post High School Planning Reflection, and Activities Record 2019 in Naviance (Click on **About Me** and then **About Me Home**) prior to requesting a transcript. ***(If you have a question about whether or not your college requires a letter of recommendation, check commonapp or the individual college website.)*** You must also complete the FERPA Waiver in Common App before a letter of recommendation can be submitted (see **page 2** for important FERPA Waiver information).

Transcript Release Permission Form

Must be completed once by each student prior to requesting transcripts. This Google Form is located on the main page of the High School Counseling website, in Naviance on the home page at the bottom under *Pages*, or in your Counselor's Canvas course.

Transcript Release Permission Form

Transcript Release Permission Form

Please complete this form prior to requesting a Transcript.
The Counseling Office will begin accepting Transcript Requests on September 20th.

 aalderfer@haverfordsd.net (not shared) [Switch account](#) 

* Required

Last Name *

Your answer

First Name *

Your answer

Advisory Section (Example: 2023 A) *

Your answer

What do I need to do if I need a counselor letter of recommendation?

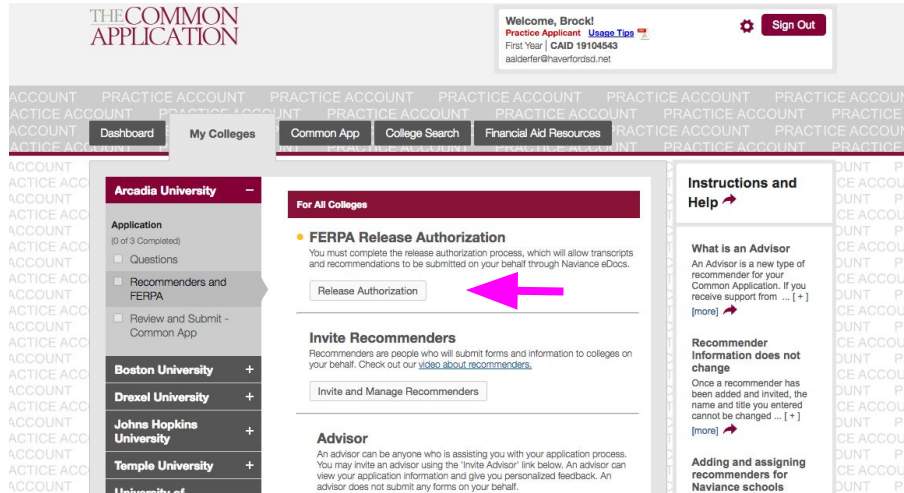
- Students must complete the Post High School Planning Reflection and Activities Record prior to requesting a letter. (Found under *About Me Home* in Naviance.)
- Requested when the transcript is requested through the google form.

The screenshot shows the Naviance student interface. At the top, a dark header bar contains the text "You are viewing Naviance Student as Jim Naseum" on the left, the Naviance logo in the center, and navigation links (Home, Self-Discovery, Careers, Colleges, Planner) on the right. Below the header, the main content area is divided into two columns. The left column, titled "Quick Links", lists "INTERESTING THINGS ABOUT ME" with sub-links: Resume, Game plan, Documents, Journal, and Survey history. A blue arrow points from the "Game plan" link to the "Activities Record" survey card. The right column, titled "My Surveys", shows a "Filter by" dropdown set to "All progress". Below this, three survey cards are displayed: "Activities Record" (NOT STARTED), "Parent Information Sheet" (NOT STARTED), and "Post-High School Planning Reflection" (NOT STARTED). A blue arrow points to the "Post-High School Planning Reflection" card, and a green checkmark is visible to its right.

Common App - FERPA Rights

Why waive your FERPA Rights?

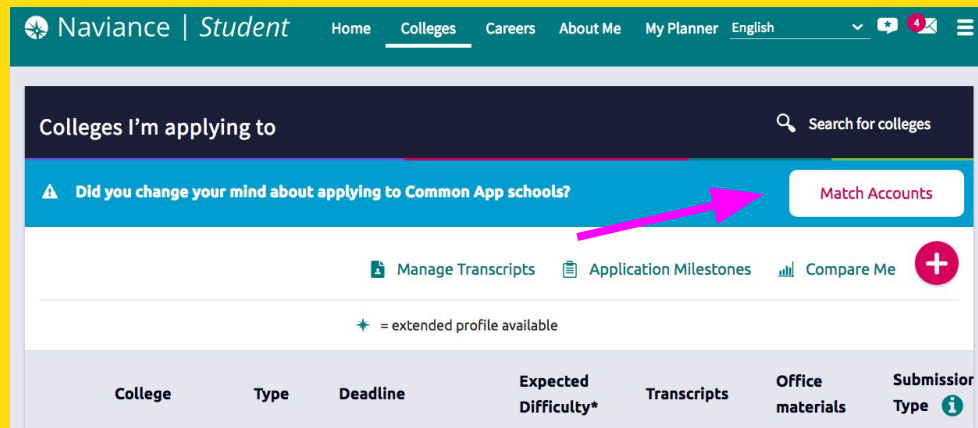
- Waiving your right will let colleges know that you do not intend to read your recommendations, which helps reassure colleges that the letters are candid and truthful.
- Some recommenders may refuse to write a letter for you unless you waive your rights. Check with your counselor or teachers to see if any of them follow such a policy.



**** If you are applying using the Common App, you must waive your FERPA Rights prior to matching your Common App to Naviance.**

Connect Common App to Naviance

- Once you have completed the Education Section in Common App and waive your FERPA Rights - you must Match your Common App and Naviance accounts to proceed and requests letters/transcripts.
- Once you match your accounts, your college list from Common App will appear in Naviance
- If you are not applying to any school using the Common App, you can click the “I don’t need this” button in the bottom right corner.



Requesting Teacher Letters of Rec

- Students should request teacher letters AFTER they have made a face-to-face or personal email request to the teacher and have colleges listed in Naviance
- Make sure to request specific schools where you would like your teachers to send your letters.



Research Colleges

♥ Colleges I'm Thinking About

College Visits

College Compare

College Resources

Acceptance History

Enrichment Programs

College Maps

Apply to College

Colleges I'm Applying to

Letters of Recommendation

Test Scores



1. Who would you like to write this recommendation?*

Select A Teacher

2. Select which colleges this request is for:*

- ☐ Choose **specific** colleges from your *Colleges I'm Applying To* list
- ☐ All current and future colleges I add to my *Colleges I'm Applying To* list

3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:

3000 characters remaining

Cancel

Submit Request

* Indicates a required field

Common App & Letters of Rec

- All letters of recommendation from teachers and counselors should be requested through Naviance and the transcript request process.
- **Do not request any letters from teachers or counselors in Common App**



College Athletes

- NCAA potential athletes preparing to enroll at a Division I or Division II school must register with the NCAA Eligibility Center at www.eligibilitycenter.org.
- Add NCAA as a college in Naviance and request your transcript to be sent.
- Counseling Office will submit an official transcript to the NCAA eligibility center at the time of registration, at the end of six semesters and upon graduation.
- Send your SAT/ACT test scores to the NCAA Eligibility Center. Ask your testing agency (College Board, ACT) to send your scores using code 9999.

Sending Test Scores

- Students must request to have their scores sent officially from CollegeBoard and ACT directly.
- They can take up to 3 weeks to send, so students should plan ahead.

www.collegeboard.org

www.act.org



Complete an Official Transcript Request

- Once all of the previous steps are completed, students can request an official transcript.
- Must complete one for each school

Resources to get ready

 [Document Resources](#)

From My School

LINKS

[College Planning](#) 

[CollegeBoard](#) 

[The ACT](#) 

[Education Planner](#) 

PAGES

[Transcript Direction](#)

[Transcript Release](#)

[Transcript Request](#)

[Useful Websites](#)



Official Transcript Request

* Required

Request for Transcripts

Name *

*Last name, First Name

Your answer

Section *

2019w

Your answer

Counselor Name *

Choose

Name of school or scholarship you are completing an application for: *

*Only enter one school name.

SRAR Info for PA Schools and Univ of Del

SRAR = Self-Reported Academic Record

Penn State University

Common App: Once a student has started their Common App, they will be directed via email to establish their MyPennState login credentials and can access their SRAR via a button in MyPennState. Students will receive email instructions within 36 hours of starting their application.

University of Pittsburgh

Beginning August 1, 2022 the Self-Reported Academic Record (SRAR) is required for all first-year applicants, with the exception of international students. First-year Common App applicants will receive a personalized link in their application submission confirmation email from Pitt to complete the SRAR.

Temple

If you are applying as a first-year student from a U.S. high school, you'll use Temple's self-report high school transcript tool. Once you have submitted your Common Application and activated your TUportal account, you will be notified to self-report your high school courses and grades. This step is completed in TUportal.

University of Delaware

Self-Reported Academic Record (SRAR) is required for all first-year applicants. First-year Common App applicants will receive a personalized link in their application submission confirmation email from the University of Delaware admissions department that includes a link to complete the SRAR.

TEAMWORK MAKES THE DREAM WORK

STUDENT:

- Application/application fee
- Attend in-person and virtual college visits
- Transcript Release Permission Form
- Post High School Planning Reflection & Activities Record (If counselor letter required)
- Complete the FERPA Waiver in Common App
- Match their Common App & Naviance accounts
- Add colleges & update Naviance
- Request teacher letters of recommendation in Naviance
- Send SAT/ACT scores
- Complete Transcript Request & Counselor Rec request (if required)

COUNSELOR:

- Write letter of recommendation if needed
 - Submit initial transcript, secondary school report, counselor letter of recommendation, mid-year grades, and final transcript
 - Support student through the process
-

How does everything get there?

Application, essays,
application fee, SRAR
(Self-Reported Academic
Record)



Submitted by student

SAT/ACT Scores



Requested by student in
CollegeBoard and ACT
portal and sent directly from
testing agency

Transcript, letters of
recommendation,
mid-year grades, final
transcript



Requested by student and
sent by counselor and
teachers electronically
through Naviance

Processing Timeline

- There is a 15 school day processing timeline for transcript requests/letters of recommendation.
- You can access the chart for common deadlines on the main page of the Counseling website.

College Application Deadline	Transcript Request Deadline
October 15, 2022	September 21, 2022
November 1, 2022	October 7, 2022
November 15, 2022	October 21, 2022
December 1, 2022	November 4, 2022

Financial Aid

- The Free Application for Federal Student Aid (FAFSA) opens on October 1st - visit fafsa.ed.gov to apply
- This is what will determine whether you qualify for \$ from the federal gov't (it will also link you to PHEAA which will determine what \$ you qualify for from the state of PA)
- CSS/Financial Aid Profile - non-federal financial aid
- **Each school has a deadline for when these must be completed**



FAFSA Completion Night

The Haverford High School Counseling Department is sponsoring a **FAFSA Completion Night**. **This event is for senior families with students entering post-secondary institutions in Fall 2023.** It will be conducted by a representative from PHEAA (PA Higher Education Assistance Agency).

Date: Monday, November 14, 2022

Where: In-person @ HHS

When: 2 sessions - 6:00pm-7:00pm **and** 7:00pm-8:00pm

A sign-up genius will be sent out closer to the date to register.

Scholarships & Grants

Most \$ a student receives comes from the institution

Available in Naviance

- Scholarship list
- Create a profile with SallieMae Scholarship platform



Opportunities for Help with College Apps

- College App/Common App completion help days - October TBD
- Essay Writing - resources are available for students on the Counseling website under Post High School Planning
 - *Writing the Admission Essay*
 - *Considerations for Writing your College Application Essays (video)*
- Students can schedule an individual meeting with their counselor by accessing the calendar in their Canvas course

More Resources...

The Counseling tab on the main high school website has MANY resources for students and families regarding Post High School Planning, Financial Aid, graduations requirements, etc.

[HHS](#) [ACADEMICS](#) [ACTIVITIES](#) [ATHLETICS](#) [STUDENT SERVICES](#) [COUNSELING](#) [DIRECTORY](#)

Counseling

Resources for the Class of 2023

- + [Transcript Request Deadlines](#)
- + [Planning Checklist](#)
- + [Directions for attending a College/Career Representative Visit at HHS](#)
- + [FAQ "How to...." Videos for Post High School Planning](#)
- + [Resources for Post High School Planning](#)
- + [Transcript Release Permission Form and Transcript Request Instructions](#)
- + [Most attended schools by the HHS Class of 2022](#)

Important Information and Upcoming Events:

Financial Aid Timeline - know what to do when: [Tuesday, September 13th at 12:00 pm](#), [Tuesday September 20th at 6:30 pm](#), and [Thursday, September 22nd at 12:00 pm](#) 1 hour webinar presented by PHEAA (Pennsylvania Higher Education Assistance Agency)

Searching for Scholarships and Affording the Balance: [Thursday, September 15th at 6:30 pm](#) 1 hour webinar presented by PHEAA (Pennsylvania Higher Education Assistance Agency)

We are here to help!

Let's work together.

-HHS Counselors