

College Application Information

1. What is the Common Application?

Over 600 colleges and universities use the Common Application. Students complete one application and submit it to up to 20 schools. Students set up a Common Application account at www.commonapp.org.

2. How do I request a transcript?

Transcripts for college applications, scholarships and NCAA/NAIA are requested through Naviance.

1. Log into your Naviance account and click on the > Colleges Tab.
2. Click on > "College I'm applying to" or > "college I'm thinking about" move them to your application list
3. Make sure you are selecting the correct deadline
4. Only request transcripts after or when you know you are close to submitting your application to your college. Each transcript is \$3

3. Request a Letter of Recommendation?

1. All students requesting a letter of recommendation need to talk to their teacher first. Check with your colleges to see how many letters they require.
2. Colleges are looking for core academic teachers from 11th and 12th grade(keep that in mind when asking)
3. Complete the **Senior Letter of Rec Form Survey** under the Tasks assigned to me in Naviance
4. Under the **Colleges Tab**, add your teachers under Teacher recommendation and be sure to let them know the deadline for when you need your letter completed.
5. It is vital that you let your teachers know if you are applying using the Common App or if your college has a separate Letter of recommendation form. All Common App colleges require a Teacher Rec Form to supplement the letter.

4. Request a counselor recommendation?

You must meet with your counselor before a recommendation can be written.

5. How to sync Naviance and Common Application?

Follow the steps under the College I'm Applying to tab. You must complete the FERPA waiver and add your Common App email to sync your accounts. Teachers can not upload your letter until you have done this.

6. How to send ACT/SAT scores to colleges?

Not all test scores are posted on transcripts. Students must arrange to have ACT/SAT sent directly from the testing company online through ACT (www.actstudent.org) or The College Board (www.collegeboard.org). At peak times it can take 3-6 weeks for scores to be received by a college.

7. Concurrent Enrollment Transcripts?

Transcripts for all concurrent enrollment credits must be requested from Front Range Community College or CU Denver. See your counselor for more information

8. What is your plan?

Be sure to update your career and academic plan in Naviance. >About ME tab>game plan>list your plan if it's military, college, work, gap year, etc. All seniors must update their plan.

9. Should I retake the ACT or SAT?

ACT and SAT scores are used for college admission, course placement, scholarships and NCAA. Check your colleges Admission criteria—use Naviance as a guide, or look on the college's website. See your counselor or stop in the College and Career Center for help. Ideally, you should apply to at least one college where your ACT score is at or above the average for students who are accepted to a college.

Check with your college to see if they offer automatic **Scholarships** based on test scores (or a combination of test score and GPA). Many colleges will tell you exactly what score you need to earn a specific dollar amount of scholarship. Some students have been able to raise their ACT test score by 1 point to help them get more than \$10,000 in additional scholarships!

If you determine that you need to retake the ACT or SAT, **register online directly with the testing company** for the earliest available test. Often, test scores must be processed by a fall deadline, but sometimes you have the full senior year to improve your score for scholarship opportunities. Talk to your colleges to determine your deadline. Finally, be sure to study for the test. Use the **FREE** test prep program in Naviance! Talk to your counselor if you are interested in more resources.

10. Need more help?

There are many individuals available to assist students throughout this process. Students are encouraged to contact any of the following people with questions: Counselor, College Counselor, teachers, parents, and of course, College Admissions Representatives.

11. How to write a college essay?

Writing a college essay is very different than an English paper. IT is a personal reflection, a snapshot of your, your passions, options and talents. Make sure to know the prompts of your colleges and have others help you review before you send.

*www.zoomita.com excellent site to help you draft and keep track of your college essays

*<http://blog.commonapp.org/2015/03/31/2015-2016-essay-prompts/>

Go the following link to review the Common App prompts. Also remember to check college websites for essay prompts and number of essay requirements.

Answers to questions when filling out your college applications

• Graduation Date	May 21
• Counselor Name/phone/email	
• Class Rank Reporting	Exact
• Graduating Class Size:	514
• GPA Scale:	4.0/unweighted (adjusted GPA is NOT weighted)
• Courses:	Use transcript to identify your courses
• Credits:	5 credits =1 semester, 10=2
• FAFSA Need:	Yes
• ACT Scores and GPA:	Found in Naviance and Student View
• ACT/SAT Scores:	Request from testing agencies
• Letters of Recommendation	Make sure your college requires one. Request through Naviance