

# Welcome Back Seniors!

The college application process is a confusing, daunting, and an exhausting journey; however you can avoid some of this stress by **STARTING EARLY**, as in today, that's right **TODAY!**

Naviance is the Steinert link for docs and info needed for college applications.

**How to log in to your Naviance account.**

Go to the Steinert website: click on Guidance under Quick Links on the left side of the page; click on the word Naviance that shows beneath Guidance; click on the Naviance link on the right side of the page <http://connection.naviance.com/hamiltonest>.

**Once you get to the Naviance site, it will bring up the log-in page. You will need to enter your username (email) and password in order to log in. If you forgot your info, see your counselor. If you never registered, click on I am new here I need to register on the top right-hand corner and enter your STUDENT ID# as the registration code. You will then enter your email address (one appropriate for colleges to see) and a password in order to get to into the site. REMEMBER TO WRITE DOWN YOUR USER NAME AND PASSWORD so you will remember it.**

Username (email): \_\_\_\_\_; Password: \_\_\_\_\_

**Using the Naviance Site for college application support documents.**

Naviance will help you find info and answers to questions about the college application process and it is the site where high school documents needed to support your college application are submitted.\*

\*Note – One Exception: You **MUST** send all test scores to colleges yourself directly through the testing agency. SATs are sent using [collegeboard.org](http://collegeboard.org) and the ACTs are sent through [actstudent.org](http://actstudent.org). Take the SAT or ACT at least 2 times and watch registration deadlines! If you are in doubt as to whether to take them again-take them. Testing dates, deadlines, test locations, fees, fee waiver info and registration forms are located on the above-referenced SAT and ACT links which you can also access directly from these links listed on the left side of the Naviance site.

Teachers complete letters of recommendation for you on the Naviance site. Even if you are not sure of all the colleges you are applying to, **YOU NEED TO ASK TEACHERS TO WRITE LETTERS OF RECOMMENDATION FOR YOU ASAP.** You usually do not need more than two teacher letters of recommendation. You should first ask the teacher in person and give them plenty of time to do it (a minimum of 10 school days before you plan to have your first college application submitted and 4 weeks before your first college application deadline date.) You should give them a copy of your resume (your brag sheet) at the same time you ask them to write the letter. You can create your resume on Naviance under the About Me tab once you click on Resume. If you all ready have a resume done, you should upload it under Journal in the same section. By having it on Naviance, your teachers and counselors can refer to it when writing college and scholarship letters of recommendation.

## **THE COLLEGE APPLICATION PROCESS**

**YOU MUST COMPLETE EACH OF YOUR COLLEGE APPLICATIONS** in order for the Naviance support docs to be submitted to each college.

Thoroughly research the college web sites of schools you are interested in applying to. You can also get a lot of information via **Naviance and links on it including [collegescorecard.ed.gov](http://collegescorecard.ed.gov) and [collegeboard.com](http://collegeboard.com).**

1. Apply to at least 4 schools (safety, target, reach). Be sure that you meet the admissions criteria for at least one school (safety school) and that it fits your financial situation.
2. Attend college visits in the Fall – Sign up in the Guidance Office and watch for updated info on the Guidance Bulletin Boards right outside the Guidance Office.

**ALL** college forms, recommendation letters, and transcripts will be sent electronically through Naviance **AFTER YOU COMPLETE YOUR COLLEGE APPLICATION AND SUBMIT ALL THE INFO AND FORMS NEEDED FOR EACH APPLICATION.** Please follow this process carefully:

### **Part 1: Letter of recommendation info via Naviance**

1. After you have completed your Resume and personally requested a letter from two teachers in person, you make a formal request via Naviance. Log into Naviance, Click “colleges”—then click “Colleges I’m applying to” – Add the names of the colleges you are applying to and info requested—then, at the bottom, click “add/cancel requests.” Find the teachers you have asked in the drop down menu titled “select teacher.” Write your teacher(s) a brief note thanking him/her for writing you a letter, then click update requests. When you do this, an email, with your message, will be sent to your teacher requesting a recommendation letter. The teacher will then be able to upload a letter for you into Naviance.
2. You can check if the teacher completed your letter by checking the status bar. At first it will say “requested”. While the teacher is working on the recommendation, it will say “in progress”. Once the teacher has completed the letter and uploaded it into Naviance, it will say “completed”. You will not be permitted to see the letter of recommendation-only that it has been completed. When a teacher writes you a letter, he will also fill out the Common Application Teacher form electronically.

### 3. Counselor Recommendation Letters

Counselors will write a letter and the Common Application form electronically on Naviance. Your counselor will need to review your resume and Request for Letter of Recommendation form in order to write this letter. Please give counselors at least 2 week's notice.

## **Part 2: Applying Online to Colleges and Syncing Naviance with the Common Application**

1. You will apply to all colleges online. If the school is a Common Application school, you must use the Common Application, if it is not a Common Application school, please apply using their online application via their website.

**\*\*If a college accepts the Common Application and also has its own online application, you MUST apply using the Common Application for Steinert to be able to send electronic documents.\*\***

*What is the Common Application?* - An application you complete ONCE and send to as many colleges as necessary.

- Visit [www.commonapp.org](http://www.commonapp.org)
- Register with Common Application
- Create a username and a password and WRITE IT DOWN.

**COMMON APP USERNAME:** \_\_\_\_\_

**COMMON APP PASSWORD:** \_\_\_\_\_

**Complete this section if you are going to use the Common Application, if you are not using the common application skip to the next section.**

### **Matching the common application to Naviance:**

1. Go to [www.commonapp.org](http://www.commonapp.org)
2. If you have already registered for the Common Application, log in to your account. If you have not registered with the Common Application, click "Create An Account," on the Common Application home page. Complete the registration process for the Common Application. Be sure to follow the directions for picking a password.
3. Before you can match your Naviance account with the Common Application, you will need to complete the FERPA waiver. Before you can complete the FERPA waiver, you will need to complete the education section of the Common Application. Make sure you are logged into the Common Application. Click the "College Search" tab. Type in a college that you might apply to under "school or city name," then click "search." Click the box next to the college and then click "Add." If you click the "Dashboard" tab or the "My Colleges" tab, you will see this college listed.
4. Now click the "Common App tab" and then click the "education tab" and complete the entire education section. Once you have completed the education section, click the "My Colleges Tab" and then click the "Assign Recommenders" tab. You will see the FERPA Release Authorization. Read the statement and submit your choice to waive or not waive your right to see your letters or recommendations.
5. Now you can match your Naviance Account with the Common Application. Log in to your Naviance account and click "Colleges" and "Colleges I am applying to." In the box labeled

Common App Email Address, enter your Common Application email and click “Match.” Your Naviance account is now synced with the Common Application. **You must use the same email on Common App that you use as your Naviance User Name.**

**Enter the names of the colleges you are applying to on Naviance.**

Enter your colleges under the “Colleges” tab and then the “Colleges I am applying to” section, click on “+ add to this list”.

### **Part 3: Taking/Sending SAT/ACT Scores:**

**You must send Standardized Test scores to colleges directly from the testing agency.** Go to College Board (SAT’s) [www.collegeboard.org](http://www.collegeboard.org) and (ACT’s) [www.actstudent.org](http://www.actstudent.org) to have your scores sent.

**Check these sites for:**

**Information on free and affordable SAT Practice:** <http://sat.collegeboard.org/practice/> and [khanacademy.org](http://khanacademy.org)

**Information on free and affordable ACT Practice:** <http://www.actstudent.org/testprep/>

**Fee Waivers:** SAT / ACT fee waivers are available to high school juniors or seniors who are either on “FREE”, or “REDUCED PRICE LUNCH”. Students may receive 2 SAT I and 2 SAT II fee waivers (taking up to 3 subjects on a given SAT II test date) and 2 ACT test fee waivers and 4 SAT College Application Fee Waivers (done online by student after taking at least one SAT test using a fee waiver).

**You may register online:** SAT: [www.collegeboard.com](http://www.collegeboard.com) ACT: [www.act.org](http://www.act.org)

### **Part 4: Requesting a Transcript and Supporting Documents**

**\*\*Teacher letters must be completed when you are requesting transcripts. This means that all of your teacher letters of rec must be uploaded to Naviance for us to send your transcript/letters. Your College Application supporting documents cannot be sent until You Have First Completed Your Filing of The College Application AND Then THAT YOU MAKE SURE ALL NECESSARY Info and Documents ARE ACCURATE and FULLY COMPLETED ON NAVIANCE since all info goes ONCE AND AT THE SAME TIME.\*\***

**ONE GENERAL RELEASE FORM and ONE FORM FOR EACH COLLEGE YOU HAVE APPLIED TO titled REQUEST FOR TRANSCRIPT AND SUPPORTING DOCUMENT must be completed and submitted to your counselor for your Naviance Supporting Docs to be submitted to each college where you applied.**

- 1. RELEASE FORM:** After you have applied online to your colleges, and you see that your teacher’s letters of recommendations have been uploaded to Naviance, go to the Guidance Department and get a Release Form. You only need to complete one if you fill the 1<sup>st</sup> blank line with “All Colleges/Scholarships”; complete rest of form (for purpose put “college app”); if you are 18 sign it and, if not, **have your parent sign it** and put your address and phone; and return the completed Release Form to your Guidance Counselor.
- 2. REQUEST FOR TRANSCRIPT AND SUPPORTING DOCUMENTS.\*\***Once your transcript Release Forms have been submitted, your Counselor will electronically transmit your transcript, School Profile, teacher letters of rec/forms and counselor letter of rec/forms to the colleges where you applied provided you complete .\*\*
- 3. You must submit a completed Release Form AND a completed Request For Transcript and Supporting Documents Form (one for each college) for your official transcript**

**and supporting docs to be sent to each college after each college application has been completed on Naviance.** You must complete and submit these two forms to your counselor at least **2 WEEKS BEFORE** the college application deadline.

- NOTE: If you are applying to Rutgers University, you must complete all info yourself since Steinert does not submit any app info to them. You must get an unofficial transcript from your counselor and complete the app and the **SRAR (Self-Reported Academic Record)** link under <https://www.ugadmissions.rutgers.edu/srt/Login.aspx>.

### **Applications to Mercer County Community College (MCCC) are different.**

- MCCC does not use Common App and does not require teacher recommendations. If you know that you will be applying to MCCC and only MCCC, go to [www.mccc.edu](http://www.mccc.edu) and apply. Once you have submitted the application, you will need to fill out the Transcript Release Form which you can get from your Counselor. Return the completed Release Form to your Guidance Counselor. Once it is completed bring it to your Counselor so your transcript can be sent to MCCC. The application process is not complete until you bring the transcript release form to your Counselor. You will then need to call the MCCC Testing Center to schedule your free **Accuplacer Test**, which will place you in appropriate level classes. This information can all be found at [www.mccc.edu](http://www.mccc.edu).

### **Financial Aid Info:**

- The first step in gaining any kind of financial aid is to fill out the **FAFSA** (Free Application for Federal Student Aid) in October. Your parent(s)/guardian will mainly be responsible for this as it requires a lot of tax documentation, and does take quite a bit of time. Check your school's deadline for filing the FAFSA.
  - About two to four weeks after submitting the FAFSA, you'll receive a **Student Aid Report**. It summarizes the information you reported on the FAFSA and tells you your **Estimated Family Contribution** -- how much **you'll** be expected to pay for your education.
  - Financial aid administrators at the colleges where you've applied will use your EFC to determine how much aid you'll get. You'll receive a financial aid award letter that tells you the amount of aid you'll receive for the school year and in what form: loan, grant, or campus-based program. The letter will tell you what steps you need to take next.
- You also might be required to fill out the **CSS/Financial Aid PROFILE**. You will be able to discover fairly quickly on your school's website whether you need to fill out this additional profile.

#### **Financial Aid Websites**

- Education Aid [www.educaid.com](http://www.educaid.com)
- FAFSA [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- FastWeb [www.fastweb.com](http://www.fastweb.com)
- Federal Student Aid [www.ed.gov/studentaid](http://www.ed.gov/studentaid)
- FinAid! [www.finaid.org](http://www.finaid.org)
- Financial Aid [www.mappingyourfuture.org](http://www.mappingyourfuture.org)
- [www.hessaa.org](http://www.hessaa.org) (The New Jersey Student Assistance Authority)
- <https://collegescorecard.ed.gov> (new federal gov site)
- Smart Money [www.smartmoney.com/college](http://www.smartmoney.com/college)
- Student Aid [www.studentaid.ed.gov](http://www.studentaid.ed.gov)
- Scholarship Coach [www.scholarshipcoach.com](http://www.scholarshipcoach.com)

### **Steinert High School Scholarship Process:**

- National Scholarships, etc. are listed the bulletin board outside of the Guidance office. Students should check there or with Mrs. Kasian in the Guidance office to see if there are any scholarships that they are eligible for.
- You should also research within your church, [finaid.com](http://finaid.com), [scholarships.com](http://scholarships.com), and Naviance for additional national scholarships.
- Local scholarships are awarded every year at graduation by organizations that notify Steinert that they are sponsoring a scholarship. Any senior who wants to be considered should fill out the general scholarship application for Steinert's scholarships. **This application should be available around the end of March. Once this is completed and turned in the student will be considered for any of the scholarships awarded at the Senior Award's Night.**
- Scholarship websites:
  - FastWeb [www.fastweb.com](http://www.fastweb.com)
  - [www.hessaa.org](http://www.hessaa.org) (The New Jersey Student Assistance Authority for NJ grants and scholarships)

### **Institutional Financial Aid and Scholarships:**

- Students should be aware that many colleges/universities offer their own scholarships, grants, and merit aid. When applying, students should look into institutional scholarships and how to apply. Check the schools website and inquire with any school reps that you interact with. Additionally, the web site [www.collegescorecard.ed.gov](http://www.collegescorecard.ed.gov) has a financial help section for each college.

# Senior College Timeline

## September

- Have senior interview with counselor to make sure everything (credits, courses) is in order to graduate.
- Finish making college visits.
- Ask two teachers for letters of recommendation
- Sign up for SAT1/SATII and/or ACT-watch for deadlines!
- Check for early decision deadlines (Early Action = non-binding; Early Decision = binding)
- Check local scholarship information-(Mrs. Kasian in Guidance or Bulletin Board outside Guidance)
- Begin working on applications
- Student athletes should visit NCAA website about eligibility/recruiting information
  - [www.ncaa.org](http://www.ncaa.org)

## October

- Check on status of letters of recommendations
- Remember deadlines for early admission deadlines
- Continue to check on local scholarships
- Work on applications and essays

## November

- Continue to work on applications- Aim to complete by Thanksgiving Break!
- Secure letters of recommendations
- Make sure official SAT/ACT scores are sent to the colleges you have applied to.

## December

- Use the FAFSA worksheet online as reference-check early filing date and plan on filing online.
  - <http://www.fafsa.ed.gov>
  - Create PIN in order to complete FAFSA next month
- Get remaining applications in.
- Continue to check on local scholarships.
- Attend Financial Aid/College Knowledge Night

## January

- File the FAFSA online as soon as possible after January 1<sup>st</sup>-best time to file is between 1/01-2/15 (<http://www.fafsa.ed.gov/index.htm>).
- Submit any additional applications.
- Submit mid-year grades, midyear report for Common Application.

## Feb/March/April/May/June

- Meet all deadlines
- Continue to check on local scholarships



## **HELPFUL WEBSITES FOR COLLEGE/CAREER EXPLORATION**

<http://connection.naviance.com/hamiltonest>

This link is for Naviance Family Connection. Naviance is a college and career readiness program designed to assist students with identifying college and career goals. Students will use Naviance to organize their applications, request transcripts, recommendation letters, build a resume, etc.

[www.commonapplication.com](http://www.commonapplication.com)

An application you complete ONCE and send to as many colleges that accept it as necessary. Register with Common Application and create a username and a password.

[www.collegeboard.com](http://www.collegeboard.com)

This site is sponsored by the College Board. It allows users to register for the SAT, access SAT practice questions, and conduct a college search. Scholarship information is available too.

[www.actstudent.org](http://www.actstudent.org)

Register for the ACT, search for colleges and purchase test preparation materials.

[www.collegenet.com](http://www.collegenet.com)

On-line applications for over 1,500 colleges available. You can create a profile that colleges can access.

[www.usnews.com/sections/education/index](http://www.usnews.com/sections/education/index).

Site for US News and World report and their rankings/ratings of colleges as published in the magazine. Also a good site for scholarship information.

## **FINANCIAL AID WEBSITES**

Education Aid

[www.educaid.com](http://www.educaid.com)

FAFSA

[www.fafsa.ed.gov](http://www.fafsa.ed.gov)

FastWeb

[www.fastweb.com](http://www.fastweb.com)

Federal Student Aid

[www.ed.gov/studentaid](http://www.ed.gov/studentaid)

FinAid!

[www.finaid.org](http://www.finaid.org)

Financial Aid

[www.mappingyourfuture.org](http://www.mappingyourfuture.org)

General Information

[www.going2college.org](http://www.going2college.org)

Smart Money

[www.smartmoney.com/college](http://www.smartmoney.com/college)

Student Aid

[www.studentaid.ed.gov](http://www.studentaid.ed.gov)

Scholarship Coach

[www.scholarshipcoach.com](http://www.scholarshipcoach.com)

Higher Education Assistance Authority

[www.hesaa.org](http://www.hesaa.org)

## **COLLEGE ALTERNATIVES & INTERESTING SITES**

Career Colleges

[www.search4careercolleges.com](http://www.search4careercolleges.com)

Community Service

[www.cns.gov](http://www.cns.gov)

Global Service

[www.globalservicecorps.org](http://www.globalservicecorps.org)

Peace Corps

[www.peacecorps.gov](http://www.peacecorps.gov)

Study Abroad

[www.iiepassport.org](http://www.iiepassport.org)

All About College

[www.allaboutcollege.com](http://www.allaboutcollege.com)

Historically Black Colleges

[www.blackexcel.org](http://www.blackexcel.org)

Common Application

[www.commonapp.org](http://www.commonapp.org)



# STEINERT HIGH SCHOOL

Guidance Department

Senior Packet

STUDENT NAME \_\_\_\_\_

DATE \_\_\_\_\_

In order to graduate I must accumulate a minimum of 120 credits and adhere to the Hamilton Twp. School District attendance policy.

English	20 credits	World History	5 credits
Science	15 credits	World Language*	5 credits*
Math*	15 credits*	Performing Art Elective	5 credits
US History I	5 credits	Practical Art Elective	5 credits
US History II	5 credits	Phys Ed/Health	20 credits
Financial Literacy	2.5 credits		

\*rec for 4 year colleges: Math include Algebra 2 World Language min. 2 years of lang. for most

GPA (Weighted) = \_\_\_\_\_

Class Rank = \_\_\_\_\_ / \_\_\_\_\_

Total credits earned at the completion of junior year \_\_\_\_\_

Credits you are taking this year \_\_\_\_\_

Total \_\_\_\_\_  
(120 needed for graduation)

This year my required courses are:

English 4 \_\_\_\_\_

Health 4 \_\_\_\_\_

Physical Education 4 \_\_\_\_\_

Others: \_\_\_\_\_

Post-Secondary Plans/List of Possible Colleges:

_____	_____
_____	_____
_____	_____
_____	_____

\_\_\_\_\_  
Counselors Signature

\_\_\_\_\_  
Students Signature