

College Application Meeting: Part 2

Mercy High School
Fall 2019

Let us take one day at a time,
merely making a resolve for
tomorrow – Catherine
McAuley

Goals for today

- ★ How to request transcripts
- ★ How to request teacher/counselor letter
- ★ Application basics
- ★ First meeting with your counselor
- ★ College Visits at Mercy
- ★ Resources in Schoology

Elements of an Application

Counselor Responsibilities

- Transcripts
- Letters of Recommendation
- Secondary School Report

Teacher Responsibilities

- Letters of Recommendation
- Teacher Evaluation

Student Responsibilities

- Application
- Test Scores
- Essays
- Requests
 - Letters of Recommendation
 - School Report
 - Transcripts

Process to Request Counselor Letters of Rec, School Reports and Transcripts

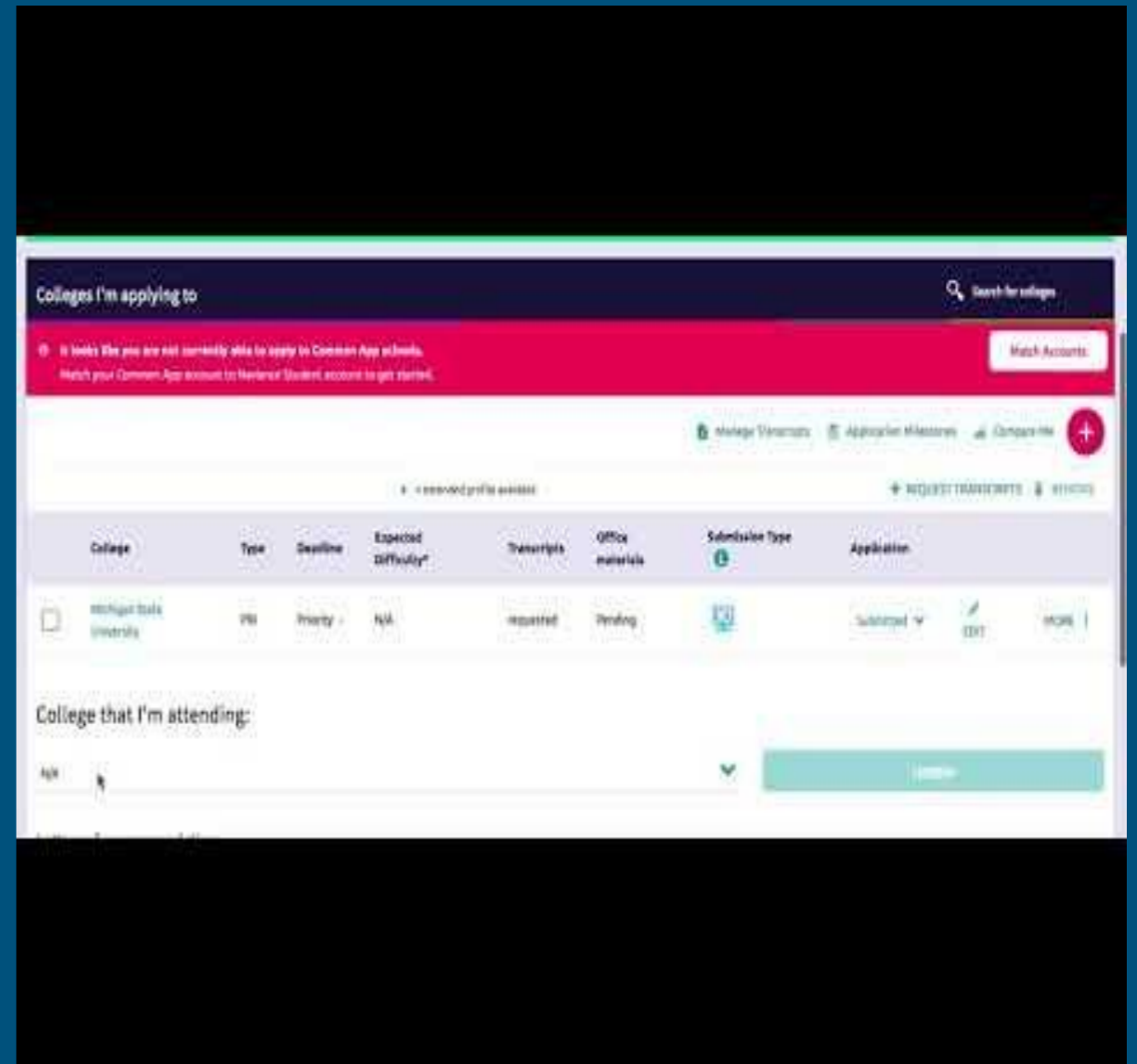
- ★ Step 1: Complete the *Consent to Release Records Form*
 - Only needs to be filled out 1 time.
 - If you wish to add/delete colleges from your list after you have turned in the form, you must notify your counselor in-person or through email.
 - Allow 3 full weeks for processing.

Process to Request Counselor Letters of Rec, School Reports and Transcripts

- ★ Step 2: Complete the Counselor Recommendation Request Form
 - If you have a resume, you are welcome to include this in addition to answering questions on the form.
 - All students must complete this form regardless of whether or not the colleges you are applying to require a letter of rec.
- ★ Step 3: Submit the Consent to Release Records and Counselor Recommendation Request Forms along with a one-time \$20 transcript fee to the bin labeled “ College Application Forms” in the Counseling Office.

Process to Request Counselor Letters of Rec, School Reports and Transcripts

- ★ Step 4: You will receive an email from Mrs. Burek notifying you that you are now able to request transcripts through Naviance Student.
- ★ Video of How to make a transcript request in Naviance Student



Process to Request Teacher Letters of Recommendation

- ★ Colleges may or may not require a Teacher Letter of Recommendation.
 - As the applicant, you must be knowledgeable about whether or not the college requires any letters of recommendation.
 - Colleges that do not require rec letters prefer not to receive them.
- ★ Step 1: Determine which colleges require teacher letters of recommendation and, if so, how many.
- ★ Step 2: Consider which academic teacher to ask.
 - This ideally should be a teacher that is familiar with your most recent academic work (ideally a teacher from junior year).

Process to Request Teacher Letters of Recommendation

- ★ Step 3: Ask teacher in-person.
- ★ Step 4: Complete the Teacher Recommendation Request Form and give it to the teacher.
- ★ Step 5: Invite the teacher to complete your recommendation in Naviance Student.

****In order to do Step 5, a college has to be added to Naviance Student as a school you're applying to.****

Application Basics

- ★ Common Application
- ★ FERPA
- ★ Linking Accounts
- ★ Sending Test Scores

Common Application

- ★ Create your account on the Common App
- ★ Chunk the application - fill out one section a day!
- ★ Helpful data:
 - Graduating class 187
 - Grading scale 4.0
 - We do not rank
 - Grade point average is unweighted

FERPA Agreement

- ★ Federal Education Rights and Privacy Act
 - Guide many aspects of educational records.
 - Letters of Recommendation
- ★ You must complete on the Common App for us to submit documents.
- ★ To complete, must have Education section completed and add a college to the Common App.
- ★ Only needs to be completed once and applies to all colleges listed in your My Colleges List in the Common Application.

FERPA

- ★ Do you want to see your letters of recommendation or not?
 - You cannot see them from Mercy.
 - You will have to request to see the letters from the colleges you were accepted to (and possibly only the one you attend).
- ★ We recommend you waive your right to view your letters.

Linking Common App to Naviance

- ★ Complete FERPA
- ★ Log into Naviance Student
 - Click on Colleges I'm Applying to
 - Click Match Accounts
 - Use email from the Common App to match

Video

Common App Registration, FERPA & Linking
your Common App to your Naviance
Student Account

Sending Test Scores

- ★ You are responsible for sending your test scores.
 - Please send scores 3-4 weeks prior to the application deadline for the school.
 - College Board for SAT
 - College Board for SAT Subject Tests
 - ACT for ACT
 - Your test scores will not be on your transcript.

*No need to send AP scores at this time.

First Meeting with Counselor

★ Occur during Cycle 3

- Have colleges listed in “Colleges I’m Applying to”
- Talk about your essay plans
- Teacher Request for letter of rec
- College Application Timeline

College Visits to Mercy

- ★ Visits happen in September & October
- ★ Pay attention to Naviance for visit dates.
- ★ Google calendar will come out as well.
- ★ Sign up for visit on Naviance Student.
- ★ These visits are an excellent way to learn more about a college - especially because in most cases, the reps are the ones reading your application.

Resources in Schoology

- ★ Essay Tracker
- ★ College List Tracker
- ★ Common Application Tutorials
- ★ Teacher and Counselor Letter Request Forms
- ★ Consent to Release Records Form

Student Application Goals

- ★ September 30 - submit Michigan State Application
- ★ October 15 - submit University of Michigan
- ★ End September/Early October - send test scores
- ★ October 30 - submit all November 1st applications
- ★ Complete FAFSA in October 2019
- ★ Complete CSS profile (if required) December 2019

Future Meetings

- ★ Parent Information Night - September 5th
- ★ College Financial Aid Night - September 18th
- ★ Individual meetings - Cycle 3
- ★ College Visits - September & October
- ★ Schedule meetings as you, the student needs them.

Handouts

- ★ Transcript
- ★ Appointment Card
- ★ College Application Checklist
- ★ Timeline of Important Dates

Questions?

Thank you for your participation today!