

WAHCONAH REGIONAL HIGH SCHOOL



COLLEGE APPLICATION GUIDE

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Emails from your counselor
[Counselor Website](#)
Principal Robb's Weekly Update

[Counselor Blog](#)
Senior Google Classroom (*seniors register with their
counselor during a classroom visit*)

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COLLEGE PLANNING CHECKLIST FOR STUDENTS

Junior Year Fall	<input type="checkbox"/> Meet with your counselor to discuss your plans for after high school. <input type="checkbox"/> Sign up for the October PSAT; students qualify for scholarships during their junior year. <input type="checkbox"/> Student Athletes - Create an NCAA account and fill out the required documents. <input type="checkbox"/> Identify your interests and needs before completing the SuperMatch College Search in Naviance <input type="checkbox"/> Log into your Naviance account to search for schools and create a preliminary list of colleges you are interested in applying to. <input type="checkbox"/> Add colleges to your “Colleges I’m Thinking About” list in Naviance. <input type="checkbox"/> Start visiting college campuses (in person or virtually) <input type="checkbox"/> Meet with admission representatives
Junior Year Winter To Spring	<input type="checkbox"/> Take the SAT and/or ACT in the spring. <i>Recommended test dates: March, May, and/or June</i> <input type="checkbox"/> Request two teachers to write letters of recommendation for you. <input type="checkbox"/> Provide your counselor with the student brag sheet. <input type="checkbox"/> Determine if you plan to apply early, regular or rolling. <i>*Students applying Early Action/Decision, must meet with their counselor in September.</i> <input type="checkbox"/> Finalize a solid list of 5-10 schools to which you will apply. <input type="checkbox"/> Commit to a major, even if it is ‘undecided’. <input type="checkbox"/> Draft your college essay.
Senior Year Preparing to Apply Checklist	<input type="checkbox"/> Consider taking the SAT/ACT one more time. Many seniors retake the SAT/ACT in the fall. <i>Recommended test dates: August, October, November and/or December</i> <input type="checkbox"/> Create and fill out the Common Application (more info on pg. 4) <input type="checkbox"/> Finalize your college essay. <input type="checkbox"/> Collect information about the application process at each school. <input type="checkbox"/> Link your common application with your Naviance account. <input type="checkbox"/> Add recommenders to your Naviance account. <input type="checkbox"/> Complete the blue transcript release form (provided by your counselor). <input type="checkbox"/> Submit your application(s) and request transcripts using Naviance. <input type="checkbox"/> Send your SAT and/or AP scores directly from the College Board . <input type="checkbox"/> Check your application status with each college and follow up on any missing items. <input type="checkbox"/> Make a final decision regarding which school you will attend and update your counselor! College Decision Day is <u>May 1</u> , but most colleges like you to commit earlier. <input type="checkbox"/> Clean up your online history .
Senior Year FAFSA Checklist	<input type="checkbox"/> Collect information about the financial aid process at each school. <input type="checkbox"/> Check for scholarship opportunities . <input type="checkbox"/> Create an FSA ID along with 1 parent/guardian. . <input type="checkbox"/> Complete the Free Application for Federal Student Aid (FAFSA). It opens on December 1st. <input type="checkbox"/> If required, complete the CSS Profile , which certain colleges and scholarship programs use to determine eligibility for financial aid. <input type="checkbox"/> Create and complete the Self-Reported Academic Record (SRAR) for select schools.
Ongoing	<input type="checkbox"/> Continue to meet with your counselor by emailing to request appointments. <input type="checkbox"/> Continue to visit college campuses (in person or virtually) <input type="checkbox"/> Continue to meet with admission representatives at Wahconah and/or at college fairs. <input type="checkbox"/> Apply for scholarships. Naviance offers a free scholarship search tool, and your school counselors also post scholarships on a scholarship list in Naviance during your senior year.

NAVIANCE

Naviance is a comprehensive college, career and life readiness tool used to help students align their strengths and interests to postsecondary goals and plans. Students at Wahconah have access to their own personal Naviance account. Naviance gives students a personalized college and career planning tool. <https://student.naviance.com/wahconahreghi>

CAREERS/MAJORS

There are a few different ways that students can use Naviance to search for careers.. Student can:

- Take the Naviance Career Interest Profiler: (1) Click on the “Self-Discovery” tab at the top of the page and then (2) click on the link for “Career Interest Profiler.”
- Look up a Specific Career: (1) Click on the “Careers” tab and then (2) click on the “Explore Careers” tab near the top left of the page.
- Look up Careers within a Career Cluster: (1) Click on the “Careers” tab and then (2) click on the “Explore Clusters and Pathways” tab near the top left of the page.

SAT

Taking the SAT is an important step in the college application process—even if students plan to apply to colleges that are test-optional. Juniors should select their first test date for March, May, or June. Consider test center location, seat availability, practice and study time, and college application deadlines. [Test Dates and Registration](#)

When planning for the SAT, consider the following:

- Students are encouraged to take the SAT 1-2 times during their junior year. They can continue to take the SAT over the summer and at the beginning of their senior year.
- When deciding on a test date, remember that AP exams are scheduled in May and finals are scheduled in June.
- Practice, practice, practice! You can do this using PSAT results (if applicable) and free SAT practice exams.

In order to register you will need:

- Computer
- Access to your phone and email (2 step verification)
- College Board account information. You will be prompted to create an account if you do not have one.
- Credit Card (\$60 fee)

COLLEGE RESEARCH

Conduct your own detailed college search and begin the selection process.

1. Click on Naviance's "College" tab. Then, under "Find Your Fit," click on "SuperMatch College Search."
2. Answer the criteria information, starting with "Location" and moving toward "Student Life."
3. When you have finished entering your criteria, use the "Your Results" function to view the entire list.
4. As you enter more criteria, you will see the number of "matches" decrease to a more selective list.
5. Click on the "Save Search" button.
6. Add colleges to your "Colleges I'm Thinking About" list.
7. On each college page, next to the college name, you can select the ♥ to add the school to your list.

FINALIZE COLLEGE LIST

Begin to narrow down your college list by:

1. Checking to see if you meet the admissions criteria by cross-referencing what you bring to the table.
2. Meeting with college representatives at WRHS, at college fairs, or during campus visits.
3. Conducting more research about each college.
4. Finalizing your college list. This list should only include the schools to which you will definitely apply.
5. At a minimum, we recommend creating a balanced college list that includes 2 reach, 2 match, and 1 safety school; consider applying to one Massachusetts public college, as they are often good options financially.
6. Research each college's website for their net price calculator to determine your estimated cost of attendance.

ORGANIZATION

There are many pieces to the college application process. Before applying, take some time to get organized. Visit each college's undergraduate admissions website, and gather information about deadlines and application requirements.

Materials/Information to gather:

- High school transcript
- Resume: a list of your activities, honors and employment information.
- Test scores (SAT, ACT)
- Parent/Guardian Information
- Support materials for specific majors (if applicable)

Do your schools require the following materials?

- | | |
|--|---|
| <input type="checkbox"/> Resume | <input type="checkbox"/> Counselor letter of recommendation |
| <input type="checkbox"/> SAT/ACT and or ACCUPLACER | <input type="checkbox"/> CSS Profile |
| <input type="checkbox"/> Teacher letters of recommendation | <input type="checkbox"/> Self-Reported Academic Record (SRAR) |

APPLICATION DEADLINE CHART

Application Deadline	Submit Counselor/Teacher Rec. Request Form by	Application Deadline	Submit Counselor/Teacher Rec. Request Form by
October 15	September 24	December 1	November 10
November 1	October 11	January 1	December 10
November 15	October 25	January 15	December 24

Any other deadline not listed

Submit requests at least three school weeks before the application deadline.

COLLEGE APPLICATION PROCEDURES

Transcript Request Form- Blue sheet	The blue transcript request form will be provided to you by your school counselor. It must be signed by you in order for your counselors to submit documentation to schools, employers, etc.
Teacher Letter of Rec.	<p>Ask two teachers for letters in person before submitting the request in Naviance. Additionally, you may ask one coach, boss, or another individual if at least one of your colleges accepts such letters.</p> <p>If a counselor letter is required, ask in person and follow up with a completed student brag sheet and activity sheet. You may also provide them with the parent brag sheet.</p> <p>Always allow at least two school weeks for teachers to complete their letters.</p> <p>You MUST CONFIRM AHEAD OF TIME with each teacher who is writing your recommendation before submitting the request in Naviance. If they agreed in junior year to write a letter for you, make sure to confirm directly with them again in senior year. You are responsible for giving your teachers adequate time to write your recommendation and for following up with them. Remember, counselors and teachers do not work during school vacations.</p>
Request Recommenders - Naviance	<ol style="list-style-type: none"> 1. Click on the "Colleges" tab, and then click on "Letters of Recommendation." 2. Click on "Add Request" located in the upper right corner of the page. 3. Answer the questions and click "Submit Request." <p>*Please note that there may be up to a 1-day delay for recommenders to receive the email from Naviance.</p>
Request Recommenders (who don't work at WRHS) - Common App	<ol style="list-style-type: none"> 1. Log in to your Common App account at commonapp.org. 2. Go to the "My Colleges" tab. 3. Click on a college you're applying to. Each college may have different requirements for recommendations. 4. Find the "Recommenders and FERPA" section. 5. Complete the FERPA authorization. You must sign the FERPA (Family Educational Rights and Privacy Act) waiver before adding recommenders. 6. Click "Add Recommender." 7. Choose the type: Other Recommender and enter their name and email address. 8. Send the invitation
Complete the Common Application	<ol style="list-style-type: none"> 1. Create an account 2. Fill out the information requested in the 'Common App' section. 3. Add colleges using the 'College Search' section 4. Fill out questions for each of your colleges in the 'My Colleges' section 5. Sign the FERPA agreement in the 'My Colleges' section <p>*For more help use the Application Guide- 1st Year Students</p>
Match Accounts - Naviance and Common App	<p>If you are applying to a Common Application school, you must match your accounts. To complete this step, you need to have already: (1) created a Common Application account, (2) filled out the Common App section, and (3) signed the FERPA waiver.</p> <p>Directions to Match Accounts:</p>

	<ol style="list-style-type: none"> 1. Log in to Naviance and click on “Colleges I’m Applying To.” 2. Click “Match Accounts” in the pink box. 3. Provide your Common Application email address and password when prompted, and click “Sign In.” 4. Check “I agree” and click “Connect.” You will then be automatically redirected back to Naviance, and your accounts will be matched. 5. Update your application type and deadline dates as necessary for schools that were imported automatically from the Common App. <p>*Schools you remove from your Common App account are NOT automatically removed from your Naviance account. Please contact your counselor if you are no longer applying to a college.</p>
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COLLEGE APPLICATION PROCEDURES

Add Non Common App Schools to Naviance	<ol style="list-style-type: none"> 1. Log in to Naviance and navigate to your “Colleges I’m Thinking About” list. 2. Click the plus-sign to add a college. 3. You can also add colleges to your application list directly from your “Colleges I’m Thinking About” list. <ol style="list-style-type: none"> a. Enter the name of the college, the application type and how you will submit your application : “Direct to Institution” <p><i>Failure to do this will cause your transcript submission to be delayed and potentially never get to the college.</i></p>
Transcript Request - Naviance	<p>After you have completed the required common application sections, including FERPA, and all letters of recommendation have been submitted on your behalf, you are ready to request your transcripts(s).</p> <p>Directions to request the transcript:</p> <ol style="list-style-type: none"> 1. Select the “Colleges” section at the top of the page 2. Select “Manage Transcripts” 3. Click the pink + sign 4. Select College Application Transcript 5. Select Initial 6. Add schools you are applying to <ol style="list-style-type: none"> a. Requests must be made at least 2 WEEKS before the application deadline.
Send test scores	<p>If official test scores are required, they must be sent from the testing agency directly to the colleges. Be sure to request your scores 2-3 weeks before the deadline to ensure timely receipt.</p> <ol style="list-style-type: none"> 1. If you already sent scores to a college when you took the test, using the free score sends, those scores are already on file in admissions. The College Board and ACT charges you per school to send scores. 2. If you took the SAT and/or ACT with a fee waiver, you can send scores for free. 3. Official AP Scores should be sent at the end of senior year to the school you’re attending.

APPLICATION PROCESS FOR TWO YEAR AND TRADE SCHOOLS

The application process for community colleges, and trade schools is generally very simple! The community colleges in our area all have open admission - which means that any student who graduates from high school can take classes. We encourage students to visit any school they are thinking of attending, and to meet with the representatives when they visit WRHS . BCC visits WRHS for an on-site application day. Here are the most common schools our students attend:

Berkshire Community College
[Admission Process](#) + [Application](#)

Lineman Institute of the NE
[Website](#) + [Application](#)

Hudson Valley Community College
[Website](#) + [Application](#)

AFTER YOU APPLY- UPDATE YOUR APPLICATION STATUS

As you receive letters back from the colleges you've applied to, you'll need to let your counselor know the result so that they can update your Naviance account.

All post-secondary schools require a final transcript. If you do not let your counselor know where you plan to attend, your final transcript will not be sent. Final transcripts are not sent to schools until the end of June.

ADDITIONAL RESOURCES

Career Planning		College Planning		Financial Aid + Scholarships	
Career Search Naviance Career One Stop Career Village College Board MassHire Career Center Career Assessments Career Quiz MassCIS O*NET Roadtrip Nation Interview Help Ace the Interview Strategies Interview ?s MassHire Career Center	Resume Help Creating Your Resume How To MassHire Career Center Students w/ Special Needs AdLib AHEAD Mass rehab National Center for LD Other Career Outlooks MassHire Career Center	Application The Common Application Program Search Naviance College Board University HQ Community College Vocational/Trade Guide Ranking & Reviews College Reviews US News + World Report Rankings LGBTQ + International Campus Pride Index EducationUSA International Student	Testing ACT CLEP, PSAT, SAT TOEFL Test Optional Schools Virtual Tours & Fairs Campus Tours ECampus Tours Go CAMPUSing NACAC Other MA State Requirements MASS Transfer College Week Live GPA Calculator	Financial Aid FSA ID- Create before filing Official FAFSA Award Calculator FinAid MEFA Sample Award Letter Student Aid Work study Scholarships Naviance College Answer College Board FastWeb Next Step U Raise Me	Scholarships MA Dep. of Higher Ed Tuition Funding Department of Labor LGBTQ, International + Foster Scholarships: Foster Foster Care to Success MALDEF Scholarship Point Foundation
		Military		Gap Year	
		Air Force & ROTC Army Coast Guard Navy Marines	Military Child Coalition ROTC Student Veterans of America	American Gap Year Association NACAC Gap Year Tips USA Gap Year Fairs Year Out Group	