SENIOR COLLEGE PLANNING CHECKLIST!

o If needed, register for the **SAT and ACT**
  o Students are responsible for sending their own SAT (collegeboard.org) or ACT scores (actstudent.org) to each school they are applying to

o Use Naviance or Collegeboard to continue your research. You should have a **list of safety, match and reach schools** that are of interest to you. <mark>Add the colleges to the "Colleges I'm Applying To" tab in Naviance</mark>
  o 6-8 schools are recommended

o Ask for **teacher recommendations** EARLY! <mark>DEADLINE DATE TO REQUEST LETTERS OF RECOMMENDATION IS OCTOBER 15TH</mark>
  o Step 1: Ask the teacher in person (always the first option) or via email (if for any reason you cannot connect with your teacher in person)
  o Step 2: Request through **Naviance** (Go to "Colleges" tab> "Letters of Recommendation" (You will need at least one school listed on your Colleges I'm Applying To page in order to request your letters of recommendation).
  o **Make sure you list your priority teacher first as this is the teacher that will be linked to all colleges including those that will only accept one letter of recommendation.**
  o **Question #2: Click the "General" so the requests will link to all colleges listed**
  o Type the following in the text: Dear Mr./Mrs…… Thank you so much for agreeing to write my letter of recommendation. Please let me know if you need further information. Sign your name.

o Ask for a **counselor recommendation**
  o Students **MUST** complete a **"Brag Sheet"** in order for a letter to be written
  o You can find my Brag Sheet on Mrs. Torkos' College Advisement Google Classroom
  o Mrs. Viscomi does not require the Brag sheet but will require a completed resume. You must have a discussion with Mrs. Viscomi as well.

o Create a **Resume** using **Naviance** (**Note**: Teachers will utilize your resume on Naviance for their letters of recommendation. Colleges may ask if you want to upload a resume ("Optional"....NOTHING IS OPTIONAL ON A COLLEGE APPLICATION SO IF THEY ARE ASKING FOR A RESUME UPLOAD ONE!)
  o Go to the "About Me" tab🡪 "Resume" link
  o Hit the + sign to start/continue adding activities to your resume

- **Apply** to your choice of schools. Make sure your colleges are listed in **Naviance** under the "Colleges I'm Applying To" tab
  - <mark>**Students using the Common Application**: On **Naviance** go to the "Colleges I'm Applying To" tab☐ "Match Accounts" on the top</mark>

- **Create a Common App Account:**
  - [Common App](#)
  - Click the "College Search" tab to start searching colleges and add colleges to your "DashBoard".
  - You can work on your Common App and your college questions simultaneously
  - The **FERPA,** found under the college questions, is your privacy act. You will be stating whether or not you waive your rights to see your recommendation letters.
    - Waiving your rights means that you trust that teacher/counselor will write a solid recommendation letter for you.
    - Not waiving your rights means that you wanted to see your recommendation letters prior to being sent to the colleges. Note that not waiving your rights can be questionable by the admissions office. Why would you ask a teacher or counselor for a recommendation if you didn't trust that they would write you a solid recommendation? Did you help your teacher/counselor write the recommendation letter? These are questions an admissions counselor may ask and you do NOT want anything questionable on your application therefore <mark>**we advise that you waive your rights to see your recommendation letters**</mark>.
  - The **Writing Component:** Choose one of the writing prompts. This essay will apply to all of the schools on your Common App. Choose one that speaks to you from the heart. This is an opportunity to showcase who you are and what you can bring to the college community.

WHAT ARE YOUR NEXT STEPS AFTER YOU SUBMIT YOUR APPLICATION

- After submitting your application you will need to complete the **Transcript Request Form** (Found on the Guidance website and Mrs. Torkos' College and Career Advisement Google Classroom). This is to notify the Counseling Department that you have applied and gives us permissions to send your school documents (transcript, letters of recommendation, and school profile). **Students must submit one Transcript Request Form per college (for example, if you apply to 8 colleges you need to submit 8 Transcript Request Forms)**
- **Please adhere to the transcript request deadline dates (10 days prior to the college application deadline). The deadline dates are on the transcript request form.**
- Updating **Naviance**:
    - **Match your Common App**
        - Go the College tab → Colleges I'm Applying to → Match Common App
    - **Update your Colleges**
        - Go to the College tab → College I'm Applying to → click the "Unknown" tab to the right of the college(s) that you applied to → click "Have you applied?" → Check the I Have Applied box → Go to the dropdown menu of the "Applied Type" and click the deadline date that you applied to → click whether you applied using Common App or directly to the institution → Save
- If you are submitting your scores, you will need to go directly to the testing center's website to request your scores.
    - [Send SAT Scores Through CollegeBoard](#)
    - [Sending ACT Scores](#)

_____

The School Counseling Department is responsible for submitting the items listed below in support of your application(s):

o *Student transcript, letter(s) of recommendation, school report (Common App), and the high school profile*

The student is responsible for getting your application in by the deadline date and sending your test scores either through CollegeBoard or ACT

_____

SENIOR COLLEGE PLANNING TIPS!

o It is never too early to start planning your future

o Want to see what GPA and test score requirements are needed for a specific college? Go to www.collegeboard.org → Login→ Go to the search bar on the top right → Search your college →Scroll down to the "Admissions" tab → Scroll down to the pink GPA and SAT/ACT Score tab

o Calculating your GPA to a 4.0 scale
    o X = your GPA on a 100 point scale
    o **$\underline{X}$ -1 = GPA**
       20

o Check application deadlines because each school is different (early decision, early action, regular admissions, priority, rolling admissions)

o Be aware of the application procedures and requirements (supplements, common app, etc.)

o Be aware of college deadline dates and application types:
    o ED: Early Decision: Binding Contract
    o EA: Early Action: Non-Binding and shows a strong interest from the student
    o Priority: Helps the Financial Aid Department in offering the most comprehensive financial aid packet
    o Regular: Some colleges will not look at applications until the the regular deadline date
    o Rolling: For the most part, your application will be reviewed on a rolling basis and you may hear from the admissions office within a few weeks of applying

o Don't be afraid to set up an interview/Zoom call if available (this can be a great opportunity to show admissions who you truly are!)

o **Use your personal email account for the college application process, not your Donovan Catholic email address**

o Write down your various account usernames and passwords

o Always use your official legal name on anything college related (Example: if your name is Michael don't write down Mike)

o Don't hesitate to stop by, call, or email me

o **When you are accepted to a college let us know! We love to celebrate your successes!**

o Don't forget to **BREATHE!**

_____

Mrs. Tara Torkos
Donovan Catholic High School
College & Career Advisor
Phone: 732-349-8801
Email: ttorkos@donovancatholic.org
711 Hooper Ave
Toms River, NJ 08753
CEEB/School Code: 311463