

FAQ about College App Process

1. What if my teacher/counselor left my school but will still write my letter of recommendation? Do they still submit through Naviance?

This depends!

- If the teacher stayed in HCPSS, then the staff member can have dual Naviance accounts at both their new school and old school. Staff members can submit the recommendation through their PREVIOUS SCHOOL (your current school). It is important that you talk to the teacher about how they want to handle sending your letter of recommendation.
- If the teachers retires or leaves HCPSS, then they will NOT have access to Naviance. If you are applying to college using common app, you can invite the staff member through that portal. There is a place in common app that says-- invite recommenders. You would add the staff member email and they will receive an invitation to complete a recommendation and be able to submit to all common app schools.
- If it is not a common app school (Coalition, Parchment), then talk to your counselor and figure out the best way to be able to submit. You might send directly to the admissions office, or have your counselor add to your Naviance account. There are several solutions but it is important to discuss with your counselor to figure out what works best for the former staff member and you.

2. Under the “Colleges I’m Applying to Tab” it says “no request” under transcript. Will my transcript still be sent?

When you add a college, we will send your transcript, school profile, counselor information form, and letter of recommendation to the colleges you have added. The transcript is part of the package and does not need to be requested separately.

3. How will I know if my counselor has submitted their material?

On the “Colleges I’m Applying to Tab” there is a column that says “office materials” and it shows if the materials are pending or submitted.

4. Do I need to match my Coalition Application or Common Black College App to Naviance? If not, will my material be sent through Naviance?

No. The only application portal that requires matching is common app. We can send all documents to all coalition partners and most schools on the Common Black College App through Naviance.

5. Do I still need to add my college(s) to Naviance if the college specifically only asks the applicant to self-report grades and courses?

Yes, it is important to still add your self-reporting colleges/institutions in Naviance as this is the only way school staff will know that you are applying. This also allows you to request specific teacher recommendation letters and for staff to have a portal for sending your official and/or final transcript if/when you matriculate.

6. How do I send my SAT or ACT scores?

- Some colleges are allowing [self reported test scores](#). They recognize the financial burden that sending test scores places on families and thus are allowing students to self-report. When the student accepts admission to an institution, they are required to send an official report to verify the self-reported score. For a complete list of schools allowing self-reported scores, click [here](#).
- Many colleges are test-optional and don't require test scores. Before you decide to send OR not send, read [this article](#). There are many factors to consider when deciding to select test optional.
- If you decide to send your SAT/ACT scores and have them be part of your admission decision (choosing to not be test optional), then the official scores **MUST** come directly from CollegeBoard and ACT. Remember to request your scores early as you must meet the college deadline if you choose to have your SAT/ACT scores be part of your application.
- **Make sure you verify if any scholarships OR special programs require test scores. Some colleges don't require test scores for admission but do require them for scholarships or admission to specific academic programs or Honors programs.**

7. What if I want to apply to more than 20 schools that are on common app?

Common app only allows students to add 20 colleges/universities to one account. If students want to apply to more than 20 common app schools, the students will need to apply using a school specific application. If you have questions about this, see your College and Career Advisor or School Counselor.

8. I took classes at HCC while in high school. Do I need to send my transcripts directly from HCC?

The answer is yes. If a student took any class(es) at a postsecondary institution (dual enrollment, summer program, etc...) the student must request a college transcript from each institution and have it sent directly to all schools they are applying to. This includes any summer program or any other college class for which the student earned college credit. Students visit the college website to request a transcript. See below for message from UMD representative.

Message directly from our UMD admission representative:

Students currently taking classes at HCC who have not taken courses in a prior semester do not need to send in their transcripts for the application to be complete. If they have taken classes in a prior semester, however, we do need those official transcripts sent to us. Additionally, if their grades are listed on their high school transcript they do not need to send them in to be reviewed (they will have to send them if they choose to enroll but for application purposes, they do not have to).

In terms of "advice" regarding transcripts, I always say when in doubt, request it. But if it's their first time taking DE classes we do not need the transcript.