

Seniors:

**YOU MUST DO THIS TO
APPLY TO COLLEGE!**

Read and Follow the Directions in this packet!



Guide for Senior Year

Provided by CGHS College Counseling Department



For Seniors

Now that you are prepared to submit college applications, Naviance is the way to track your applications and know when your transcript is sent. It also lets your counselor send your transcript electronically to schools that will accept it that way. In order to make all this happen, you have to make sure that your choice schools show up in your “Colleges I’m applying to” list and that you keep this list as up-to-date as possible. These instructions will help you do this:

Step 1

Common Application Privacy Notice - You MUST sign this to allow any and all forms to be submitted electronically if you are applying to any Common Application schools. Follow these instructions:

- 1) Go to www.commonapp.org and set up an account with a username and password. Write them here:

Your Common Application Username: _____ Your

Common Application Password: _____

- 2) Complete the FERPA waiver on your Common App account.
 - a. Add at least one college to your Dashboard by using the College Search tab
 - b. Select one of your schools in the Dashboard
 - c. Go to the ‘Common App’ tab. On the left choose ‘Education’ then add your school – Cardinal Gibbons and hit ‘Continue’ at the bottom.
 - d. Click on the Recommenders and FERPA link on the left and follow the directions.
- 3) Go to your Naviance Account (Log into the website and click on the Naviance button under the Powerschool tab)
- 4) Click on the College tab at the top of the page
- 5) Under “My Colleges, “ click on colleges I’m applying to
- 6) Enter your Common Application Email Address
- 7) Click “Submit”

Common App Account Matching - Incomplete

In order to match your Family Connection and Common App accounts, you need to do the following:

- **Step 1** - Create a Common App account on [Common App Online](#) 
- **Step 2** - Sign the CA FERPA Waiver & Authorization on [Common App Online](#) 

Common App Email Address:

 **Once you match accounts, your FERPA status can no longer be changed and you cannot unmatch your account.**

Tips to successfully match accounts:

- Make sure you enter the **email address** that you chose for your Common App account.
- Make sure your **last name** matches on your Family Connection profile and your Common App account.
- Make sure your **first name** or **date of birth** matches on your Family Connection profile and your Common App account.

[Not Needed](#)

8) Once you have done this correctly, your screen should look like this:

⇒ COMMON APPLICATION PRIVACY NOTICE

You have indicated that you DO waive your right to access Common Application recommendation forms completed by your school. You have indicated that you authorize all secondary schools you have attended to release all requested records and review your application for the admission process. This information was recorded by you at June 1, 2011 3:26 PM from the following IP Address:

10.56.168.3

Your Common Application username and password has been stored to help locate your account when teachers submit their recommendations.

9) If you are not applying to any school that utilizes the Common Application, (you can check if a school is a Common Application school by going here) : <http://blog.commonapp.org/2015/08/01/common-application-requirements-grid/> then you do not have to worry about this section.

Step 2

College Application List – Creating your list of colleges you are applying to

Moving Colleges from your interest list to your application list – If you have kept a list of colleges you are interested in on Naviance, you can easily move schools you plan to apply to from this list to the “colleges I’m applying to” list. (If you haven’t, go to page 4.) Here’s how:

1) Go to your “Colleges I’m thinking about” list and check the schools to which you are applying 2)

Click on “Move to Application List”

colleges I'm thinking about

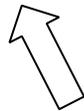
[+ add to this list](#) | [compare me](#)

| College | Delivery type | Added By | My Interest | Application Deadlines† | | | | Actions | | |
|--|---------------|----------|--------------|------------------------|--------------|----------|------------------|---------|-------|-----|
| | | | | Early Decision | Early Action | Priority | Regular Decision | CONTACT | GRAPH | WWW |
| <input type="checkbox"/> Brevard Coll | | student | N/A | - | - | - | - | | | |
| <input checked="" type="checkbox"/> Coll of Charleston | | student | First Choice | - | 11/1 | - | 2/1 | | | |
| <input type="checkbox"/> Clemson Univ | | student | N/A | - | - | 12/1 | 5/7 | | | |
| <input checked="" type="checkbox"/> Furman Univ | | student | N/A | 11/15 | - | - | 1/15 | | | |

Update Interest

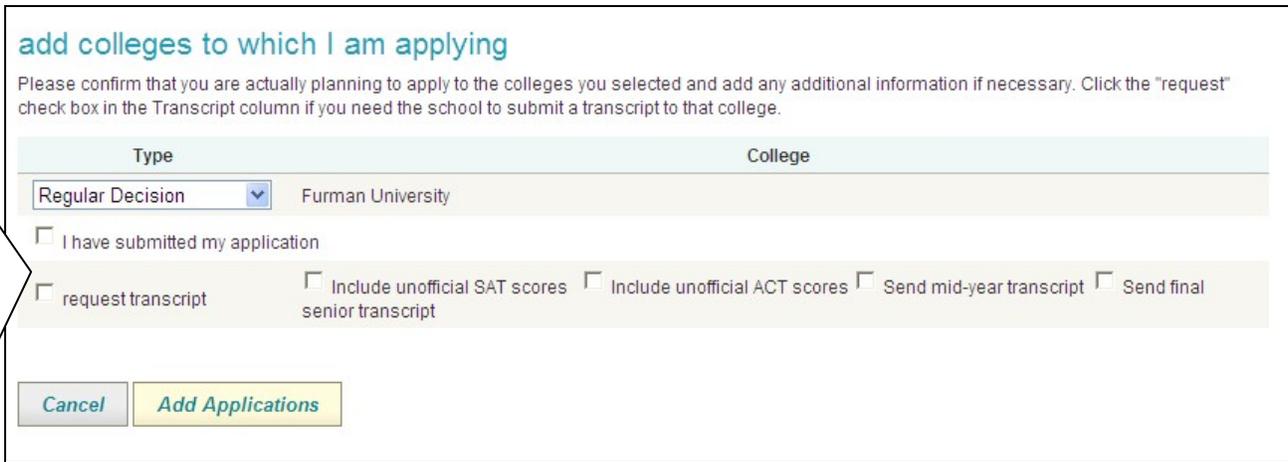
Move to Application List

Remove from List



Click here

3) You should see a confirmation page like this:



add colleges to which I am applying

Please confirm that you are actually planning to apply to the colleges you selected and add any additional information if necessary. Click the "request" check box in the Transcript column if you need the school to submit a transcript to that college.

| Type | College |
|------------------|-------------------|
| Regular Decision | Furman University |

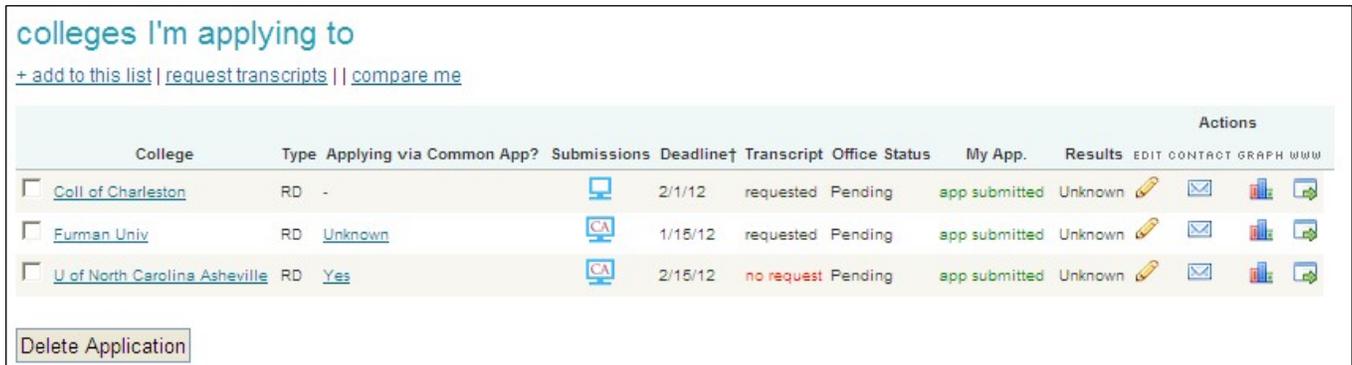
I have submitted my application

request transcript Include unofficial SAT scores Include unofficial ACT scores Send mid-year transcript Send final senior transcript

4) If you have already submitted your application, check the “I have submitted my application” box. If not, leave it blank

5) The “request transcript” box is optional. **You must turn in your Transcript Request Form (golden form) in person to your counselor. Checking this box lets us know you plan to request the transcript, but DOES NOT constitute an official request. Your counselor will only send your transcript after submission of the paper Transcript Request Form.**

6) Click the “Add Applications” button to officially move the school to your new list. You should see this:



colleges I'm applying to

[+ add to this list](#) | [request transcripts](#) | | [compare me](#)

| College | Type | Applying via Common App? | Submissions | Deadline† | Transcript | Office Status | My App. | Results | Actions |
|--|------|--------------------------|-------------|-----------|------------|---------------|---------------|---------|---------|
| <input type="checkbox"/> Coll of Charleston | RD | - | | 2/1/12 | requested | Pending | app submitted | Unknown | |
| <input type="checkbox"/> Furman Univ | RD | Unknown | | 1/15/12 | requested | Pending | app submitted | Unknown | |
| <input type="checkbox"/> U of North Carolina Asheville | RD | Yes | | 2/15/12 | no request | Pending | app submitted | Unknown | |

Adding Colleges directly to your “Colleges I’m applying to” list - If you have not created a “colleges I’m thinking about” list, but know to which schools you would now like to apply, follow these steps:

- 1) Log into Naviance through the website student portal (log into CGHS website and find the Naviance button, under the Powerschool button on your main student page)
- 2) Click on the “College” tab at the top of the page
- 3) Click on “colleges I’m applying to” under “my colleges” section
- 4) Click on “+add to this list” at the top of the page

colleges I'm applying to

+ add to this list | request transcripts | compare me

| College | Type | Applying via Common App? | Submissions | Deadline† | Transcript | Office Status | My App. | Results | EDIT | CONTACT | GRAPH | WWW | Actions |
|---|------|--------------------------|-------------|-----------|------------|---------------|---------|---------|------|---------|-------|-----|---------|
| + add colleges to this list | | | | | | | | | | | | | |
| College that I am attending | | | | | | | | | | | | | |
| N/A | | | | | | | | | | | | | |
| <p>⇒ COMMON APPLICATION PRIVACY NOTICE</p> <p>You have indicated that you DO waive your right to access Common Application recommendation forms completed by your school. You have indicated that you authorize all secondary schools you have attended to release all requested records and review your application for the admission process. This information was recorded by you at June 1, 2011 3:26 PM from the following IP Address:</p> <p>10.56.168.3</p> <p>Your Common Application username and password has been stored to help locate your account when teachers submit their recommendations.</p> | | | | | | | | | | | | | |

- 5) Select the college by clicking “lookup” and choosing the name of a college to which you are definitely planning to apply. You can do this for each school you are certain of applying to at this time.

colleges I'm applying to

Use this page to tell your counselor about colleges to which you are definitely planning to apply. Click “lookup” to find the name of each college. Click the “request” check box in the Transcript column if you need the school to submit a transcript to that college. If you are not sure about applying to certain colleges yet, you should add them to your [list of prospective colleges](#).

Type College

Regular Decision (click lookup) ::lookup

I have submitted my application

request transcript Include unofficial SAT scores Include unofficial ACT scores

Send mid-year transcript Send final senior transcript

Regular Decision (click lookup) ::lookup

I have submitted my application

request transcript Include unofficial SAT scores Include unofficial ACT scores

Send mid-year transcript Send final senior transcript

- 6) Choose the Type of Application you have already submitted, or are planning to submit (i.e. Early Decision, Early Action, Regular Decision)
- 7) If you have submitted your application already, check the box for “I have submitted my application.” If not, edit this entry when you complete your application (see section on editing your application information)
- 8) ***Remember: Checking the “request transcript” box does not indicate to your counselor that you need a transcript send to that school. To officially request your transcript, you MUST complete the Transcript Request Form (golden form) and give that form to your counselor.**
- 9) Once you have added any new colleges to which you definitely plan to apply, click “Add Colleges” at the bottom of the page.

Step 3

Editing Your List - After you have moved a school to your “colleges I’m applying to” list, you can mark that a transcript will be requested or that you have completed your application by doing the following:

- 1) Go to your “colleges I’m applying to” list
- 2) Click on the yellow pencil for the school you wish to edit

colleges I'm applying to

[+ add to this list](#) | [request transcripts](#) | | [compare me](#)

| College | Type | Applying via Common App? | Submissions | Deadline† | Transcript | Office Status | My App. | Results | EDIT | CONTACT | GRAPH | WWW | Actions |
|--|------|--------------------------|-------------|-----------|------------|---------------|---------------|---------|------|---------|-------|-----|---------|
| <input type="checkbox"/> Coll of Charleston | RD | - | | 2/1/12 | requested | Pending | app submitted | Unknown | | | | | |
| <input type="checkbox"/> Furman Univ | RD | Unknown | | 1/15/12 | requested | Pending | app submitted | Unknown | | | | | |
| <input type="checkbox"/> U of North Carolina Asheville | RD | Yes | | 2/15/12 | no request | Pending | app submitted | Unknown | | | | | |

Delete Application

- 3) Update your information on this page by checking the appropriate box:

edit applications

[< back to my college list](#)

College of Charleston

Application submitted I have submitted my application

Division

App Type

College Deadline

Counselor Override

Result waitlisted deferred

Interest

Format

Furman University

Application submitted I have submitted my application

Applying via Common App?

App Type

College Deadline

Counselor Override

Result waitlisted deferred

Interest

Format

Application submitted: If you submitted your application adding this college to the list, mark this box to show your counselor you have completed the application.

Applying via Common App? : If a school has more than one option of application and one is the Common Application, select whether you plan to use the Common Application or not.

Division: You can mark a particular school you applied to, if that is applicable to that college (i.e. If you applied to the Design school at NCSU, then you can select the Design school Division).

App Type: Indicate what type of deadline you applied to (i.e. Early Action, Early Decision, Regular Decision, etc.)

Interest: If your interest level has changed, you can change it here.

Format: Did you apply online or by paper?

- 4) When you have updated everything, click “Update Applications” at the bottom of the page

STEP 4

Requesting Teacher Recommendations – If you are applying to a school or schools that require a teacher recommendation you need to have a **face to face** conversation with that teacher first, then provide them with the **purple teacher recommendation form** and request a recommendation through Naviance.

- 1) Log in and return to your “colleges I’m applying to” page in Naviance
- 2) Under “teacher recommendations” click on “add/cancel requests”
- 3) Here you can add a new teacher recommendation by clicking on a teachers name in the drop down menu. You can write a little note with directions- i.e. which school, deadline etc. and of course a thank you.
- 4) This is also where you can cancel any requests.

| Teacher | Status | Cancel |
|--------------|-------------|---|
| Nancy Beale | Cancelled | |
| Pam Heyl | Cancelled | |
| test teacher | Cancelled | |
| test teacher | In progress | <input type="checkbox"/> cancel request |

my colleges

- > colleges I'm thinking about
- > colleges I'm applying to

college research

- > SuperMatch™ college search
- > college match
- > college compare
- > college lookup
- > college search
- > college resources
- > college maps
- > scattergrams
- > acceptance history
- > enrichment programs

scholarships & money

- > scholarship match
- > scholarship list
- > scholarship applications
- > national scholarship search

resources

- > transcripts
- > test scores

Add New Requests

| Teacher | Personal note to teacher (optional) |
|------------------|-------------------------------------|
| (select teacher) | |

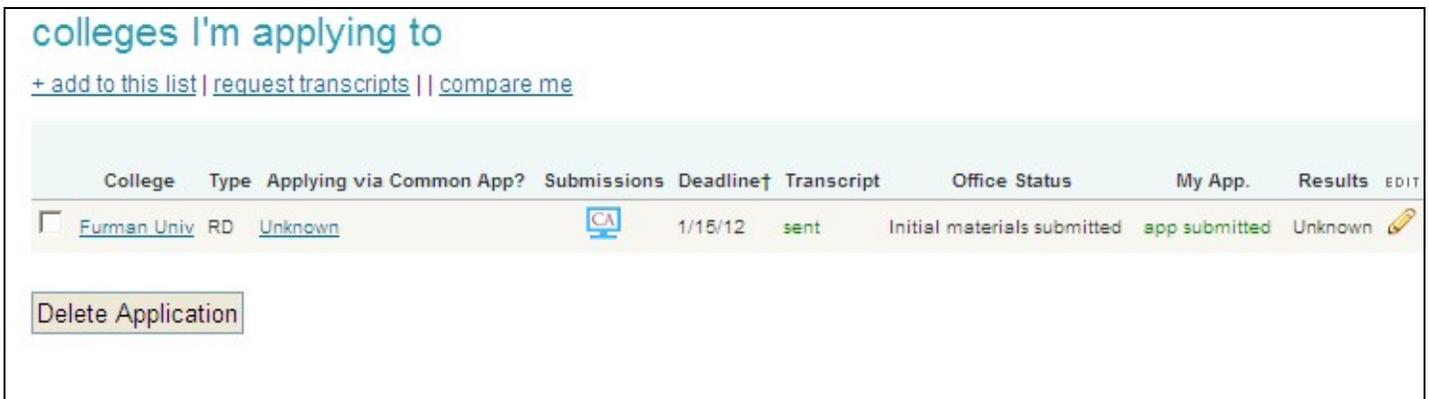
STEP 5

Recording School Decisions – When you receive a decision from a school to which you applied, you **will need** to report that decision for your counselor’s records.

- 5) Log in and return to your “colleges I’m applying to” page in Naviance
- 6) Select the pencil to edit the record for the listed school (see first diagram under Step 3).
- 7) Select the appropriate decision from the dropdown menu or check “waitlisted” or “deferred” to the right hand side of the “Result” line (see second diagram under Step 3).
- 8) Click “Update Applications” at the bottom of the page to record the decision from the school.
- 9) When you have made your final college decision look for the “College I am Attending” and indicate your choice from the drop down menu.

TRANSCRIPTS

Please note that all transcript requests from the student need to be done through the Transcript Request Form (golden form) received in the junior meeting packet. This form is also available in College Counseling. Once a transcript is sent, either electronically or via mail (depending on the college’s preferences), this will be reflected in Naviance. For reference, see the “sent” listed for Furman under the “Transcript” column below.



| College | Type | Applying via Common App? | Submissions | Deadline↑ | Transcript | Office Status | My App. | Results | EDIT |
|--------------------------------------|------|--------------------------|-------------|-----------|------------|-----------------------------|---------------|---------|------|
| <input type="checkbox"/> Furman Univ | RD | Unknown | | 1/15/12 | sent | Initial materials submitted | app submitted | Unknown | |

If there is a question about whether a transcript has been sent AND the official Transcript Request Form (golden form) has been given to the student’s counselor, please feel free to email the counselor through Naviance or through a personal email account to follow up.

NOTE: Transcripts do not include test scores nor does Gibbons send SAT or ACT scores to colleges. Colleges require official scores and you need to request that these be sent through you College Board or ACT account.

Class of 2017

Cardinal Gibbons High School Code: **343205**

Grading Scale used by Gibbons: **4.0**

Do we weight classes in GPA? **YES**

Number of students in the class: **357**

Class Rank: **We do not report class rank**

Course Credit: **½ years courses earn 0.5 credit and year-long courses earn 1.0 credit**

Unofficial Transcript: If you need an unofficial transcript to upload to a school or need grades from previous years, **see Ms. Sauls in College Counseling** for a copy. They will be available the week of August 29th.

SAT/ACT scores: You must send your standardized tests scores directly from the College Board or ACT to your schools. This is done on at www.collegeboard.org for the SAT and at www.actstudent.org for the ACT. We **DO NOT** send your test scores to schools.

Applying to U of South Carolina: If you are applying to USC, you will need to get a copy of your transcript from Ms. Sauls in College Counseling and then scan and upload or take a picture of it and upload it into your application. NOTE: You will also need to type each of your classes, by semester into your application, each year-long class will need to be added twice with a separate grade for each semester, even if the grade was the same for both semesters.

USC does NOT require that a transcript be sent from Gibbons.