



# Senior Year –Application Process

## CVHS Student Services

Mrs. Kunkel (A-F)

Mrs. O'Malley (G-N)

Mrs. Boyd (O-Z)


# SENIOR YEAR – CHECKLIST

## CHARTIERS VALLEY HIGH SCHOOL STUDENT SERVICES COLLEGE PLANNING CHECKLIST

12TH GRADE



- ☐ COMPLETE COLLEGE APPLICATIONS
- ☐ PAY ATTENTION TO APPLICATION DEADLINES
- ☐ REGISTER FOR THE SAT OR ACT (IN THE FALL)
- ☐ ATTEND COLLEGE ADMISSION COUNSELOR VISITS: SEE NAVIANCE TO REGISTER
- ☐ SET UP TOURS AND INTERVIEWS AT SCHOOLS OF INTEREST (MAKE APPOINTMENTS THROUGH ADMISSIONS OFFICE BUT ALSO CONSIDER SCHEDULING WITH FINANCIAL AID OFFICE AND SPECIFIC ACADEMIC DEPARTMENTS AS WELL)
- ☐ LETTERS OF RECOMMENDATION
  - ☐ TALK TO TEACHER/COUNSELOR IN PERSON TO ASK IF THEY WILL WRITE A LETTER
  - ☐ COMPLETE TEACHER/COUNSELOR RECOMMENDATION SURVEY IN NAVIANCE ("ABOUT ME").
  - ☐ SEND A THANK YOU AFTER COMPLETED

- ☐ FINANCIAL AID 
  - ☐ REGISTER EARLY FOR A PIN TO FILE THE FAFSA ONLINE
  - ☐ ENCOURAGE PARENTS TO ATTEND FAFSA COMPLETION WORKSHOP (FALL)
  - ☐ COMPLETE THE FAFSA (AFTER OCTOBER 1)
  - ☐ APPLY FOR SCHOLARSHIPS (POSTED IN NAVIANCE)
- ☐ HAVE OFFICIAL SAT/ACT TEST SCORES SENT BY TESTING AGENCY TO COLLEGES ON YOUR LIST
- ☐ VISIT COLLEGES YOU'VE BEEN ACCEPTED TO
- ☐ EVALUATE OPTIONS AND MAKE A COLLEGE SELECTION
- ☐ REGISTER, PREPARE AND TAKE AP EXAMS
- ☐ PICK A COLLEGE BY MAY 1ST & SEND IN YOUR NON-REFUNDABLE TUITION DEPOSIT
- ☐ INDICATE IN NAVIANCE APPLICATION STATUS FOR ALL SCHOOL APPLIED
- ☐ COMPLETE GRADUATION SURVEY





# SENIOR YEAR – TIMELINE

## FALL SEMESTER

1. Finalize list of (4-8) colleges to apply
2. Apply!
3. Request transcripts & letters of recommendations
4. Take or Retake the SAT or ACT if necessary
  - *review reqs bc many colleges are now test optional*
5. Register for college rep visits (Naviance)
6. Visit colleges
7. Apply for scholarships
8. Complete FAFSA After Oct 1st
9. FAFSA - Financial Aid Events

# FINANCIAL AID RESOURCES

- FREE - Three webinars this fall open to students/families! Check your email for the registration links
- SENIORS -FAFSA WORKSHOP  
Wednesday, October 5 6:30 -8:30 PM



# SCHOOL COUNSELORS

Mrs. Kunkel, Mrs. O'Malley, and Mrs. Boyd

- write Counselor letter of recommendation (only if required)
- sends official transcripts and letters of recommendations to colleges
- provides SAT/ACT and NACAC fee waivers (if on free/reduced lunch)

# NAVIANCE STUDENT

<https://student.naviance.com/chartiersvhs>

- VIEW ADMISSIONS DATA (SPECIFIC TO CV)
- SEARCH COLLEGES
- VIEW AND REGISTER TO MEET WITH COLLEGE REPS
- COMPLETE TEACHER/COUNSELOR FORMS & REQUEST LETTERS
- LIST OF SCHOLARSHIPS
- INDICATE WHERE YOU HAVE APPLIED/DECISION

MAKE SURE YOUR E-MAIL ADDRESS IS CURRENT IN NAVIANCE STUDENT TO RECEIVE IMPORTANT INFORMATION – CHECK YOUR EMAIL!



# EXPLORE CAMPUS



- TAKE A CAMPUS TOUR

- CONTACT ADMISSIONS

- REP VISITS AT CVHS  
(NAVIANCE SCHEDULE)

- THREE SCHOOL DAYS FOR VISITS TO COLLEGE CAMPUSES ARE  
PERMITTED JUNIOR AND SENIOR YEAR  
(COLLEGE VISIT FORM IN HS OFFICE)

# COLLEGE REP VISITS

View on Home Page under What's New!

## What's New



Thiel College will be visiting your school on Monday, September 13th, 2021 at 9:23 am [more info](#)



Michigan State University will be visiting your school on Monday, September 13th, 2021 at 12:23 pm [more info](#)



Temple University Japan will be visiting your school on Tuesday, September 14th, 2021 at 8:38 am [more info](#)



University of Pittsburgh-Pittsburgh Campus will be visiting your school on Tuesday, September 14th, 2021 at 9:23 am [more info](#)



John Carroll University will be visiting your school on Tuesday, September 14th, 2021 at 10:08 am [more info](#)



New Jersey Institute of Technology will be visiting your school on Wednesday, September 15th, 2021 at 8:38 am [more info](#)



Seton Hill University will be visiting your school on Wednesday, September 15th, 2021 at 10:53 am [more info](#)



# THE APPLICATION

**APPLY ONLY TO COLLEGES YOU  
WANT to ATTEND!!**

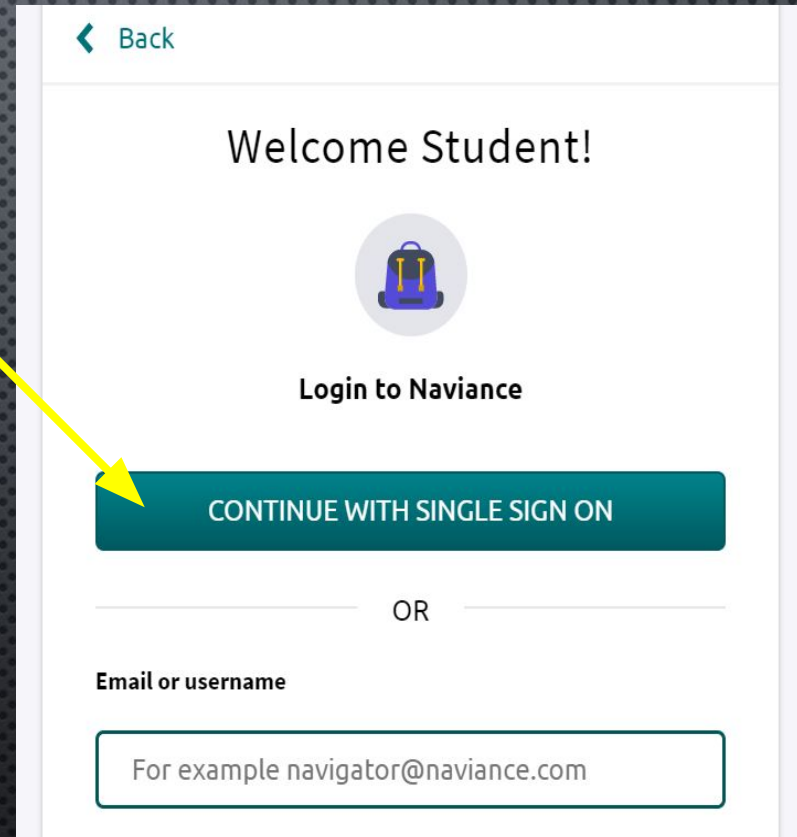
**STEP 1: APPLY**

# Step 2: NAVIANCE STUDENT

<https://student.naviance.com/chartiersvhs>

Select Continue  
with SSO  
Single Sign On

using your  
CVSD email  
account



The screenshot shows the Naviance Student login interface. At the top left is a 'Back' link with a left-pointing arrow. The main heading is 'Welcome Student!' followed by a circular icon of a purple backpack. Below the icon is the text 'Login to Naviance'. A prominent teal button labeled 'CONTINUE WITH SINGLE SIGN ON' is highlighted by a yellow arrow from the left. Below this button is a horizontal line with the word 'OR' in the center. Underneath is the label 'Email or username' and a text input field containing the placeholder text 'For example navigator@naviance.com'.



# CV SENDS TRANSCRIPTS & LETTERS OF RECOMMENDATION via NAVIANCE

[Home](#)[Self-Discovery](#)[Careers](#)[Colleges](#)[Planner](#)[About Me](#)[EN](#)

Welcome, ANGELICA!

Search for Colleges



SEARCH

## Seniors

English



Go

### Welcome Back Seniors!

School Counselors have emailed many college app resources. Please check your email often! Please follow the official transcript [request process](#) for your college applications. Official Transcript Request Forms can be found on [School Counseling website](#) or in the HS

## My Favorites



COLLEGES

I'm thinking about



COLLEGES

I'm applying to



CAREERS AND CLUSTERS



# To add a college that you are applying to: Click the “+” symbol

Colleges I'm applying to

 Search for colleges

**i** It looks like you are not currently able to apply to Common App schools.  
Match your Common App account to Naviance Student account to get started.

Match Accounts

 Compare



## Enter college name, type of application, and how application was submitted, then select “Add Application.”

 Naviance | Student

[Home](#) [Colleges](#) [Careers](#) [About Me](#) [My Planner](#)

 Cancel

Which college are you applying to?

Robert Morris University



Colleges already in your application list would be unavailable for selection.

App type

Rolling August 1



I'll submit my application

Via Common App



I've submitted my application

Add Application



# “COLLEGES I’M APPLYING TO”

This is what it should look like  
once your colleges are added:

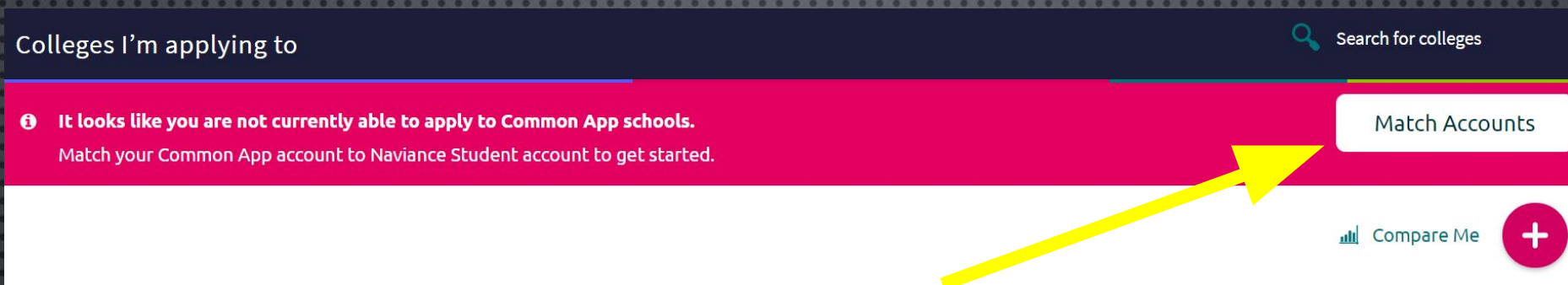
✦ = extended profile available

| College                       | Type | Deadline           | Transcripts | Office materials | Submission Type ⓘ           | Application   |
|-------------------------------|------|--------------------|-------------|------------------|-----------------------------|---|
| ✦ Carnegie Mellon University  | RD   | Regular Decision 1 | January 1   | no request       | Initial materials submitted |  Unknown ▼   |
| ✦ Geneva College              | ROLL | N/A                |             | no request       | Initial materials submitted |  Unknown ▼   |
| Pennsylvania State University | ROLL | Rolling            | July 28     | no request       | Initial materials submitted |  Unknown ▼  |
| ✦ Robert Morris University    | RD   | Regular Decision   | July 1      | no request       | Initial materials submitted |  Unknown ▼ |

that the attending

# MATCH your Naviance with COMMON APP

\*\*\*You only need to do this if using Common App\*\*\*



- Common App Matching Video

Student must 'match' Common App with Naviance in order for electronic document sending with eDocs (how we 'mail' docs)



# APPLICATION

## WHO SENDS WHAT???

### STUDENT

- APPLICATION
- APPLICATION FEE
- ESSAY
- TEST SCORES (IF REQUIRED FROM THE TESTING CENTER)
- PORTFOLIO AND/OR AUDITION

### SCHOOL COUNSELOR

- OFFICIAL TRANSCRIPT
- APPLICATION FEE WAIVER
- TEACHER/COUNSELOR LETTERS OF RECOMMENDATION

# APPLICATION TYPES

- Rolling Admission
- Early Action (non-binding)
- Priority Deadlines
- Early Decision (binding)
- Regular Decision



# ROLLING DECISION

NO application deadline

Decisions are made all throughout the year. May have a priority deadline (Nov. or Dec.) for major

Priority given to those who apply early

# EARLY ACTION

Application deadline usually  
November 1st or November 15th

Non-binding

Decisions released by mid-January  
Students have till May 1<sup>st</sup> to commit

HIGHLY RECOMMEND to APPLY EARLY  
ACTION



# PRIORITY DEADLINES

Often linked to scholarship opportunities  
Application fee may be waived

Either a November 1<sup>st</sup>, December 1<sup>st</sup>, or  
January 1

Example: Penn State, November 30<sup>th</sup>

# EARLY DECISION

Can only apply early DECISION to ONE college  
Application deadline is usually November 1st or Nov.  
15<sup>th</sup>

You may apply to other colleges under Early Action

**YOU MUST COMMIT TO COLLEGE ONCE ACCEPTED!!!  
BINDING CONTRACT**

Sometimes there is an advantage with admissions  
decisions & financial aid when applying early decision



# REGULAR DECISION

Deadline – usually January 1<sup>st</sup>

Decisions released April 1<sup>st</sup>

Students have till May 1<sup>st</sup> to commit



It is the responsibility of the STUDENT to know:

1. What items are required by each college
2. Application deadlines



# APPLICATION TIPS

BE CONSISTENT WITH YOUR NAME

USE RELIABLE CONTACT INFORMATION

SAVE YOUR USERNAME/PASSWORDS/WEB ID

# The importance of “Waiving your Right”

## Example:

**IMPORTANT PRIVACY NOTE:** In accordance with the Family Educational Rights and Privacy Act (FERPA), the original School Report submitted on your behalf reflects your choice to waive or not waive your right of access to all recommendations and supporting documents. That response applies to all subsequent reports, including this one.

You chose the following:

**Yes,** I do waive my right to access, and I understand I will never see this form or any other recommendations submitted by me or on my behalf.

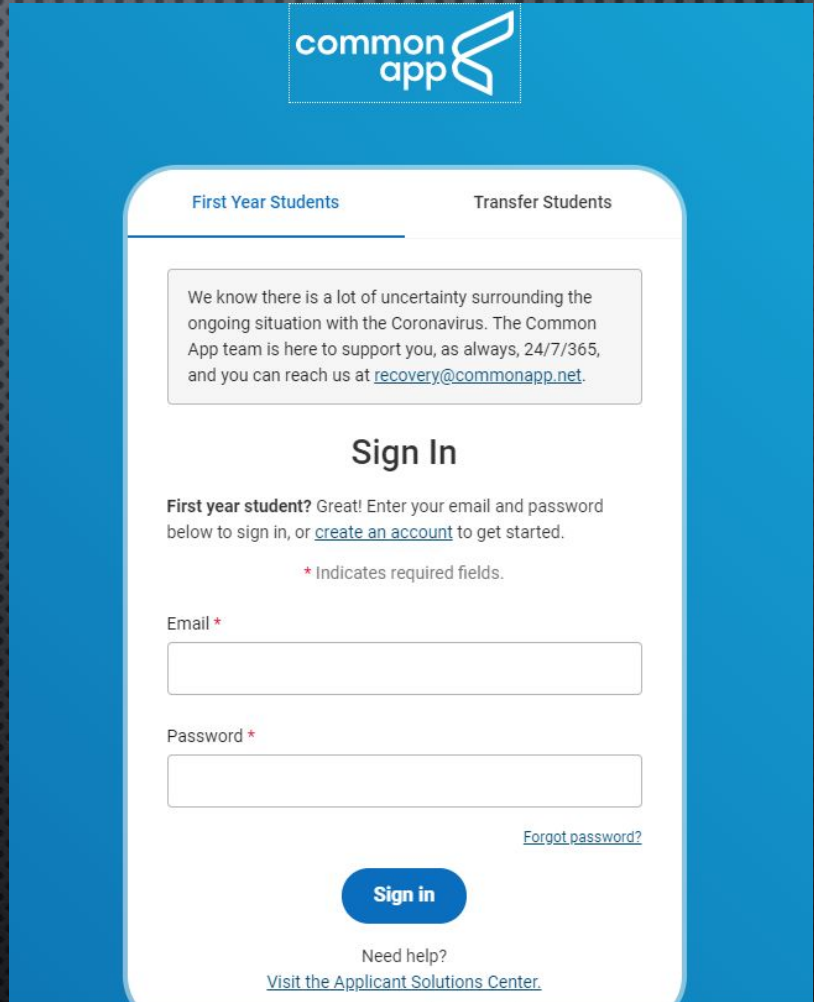
**No,** I do *not waive* my right to access, and I may someday choose to see this form or any other recommendations or supporting documents submitted by me or on my behalf to the institution at which I’m enrolling, if that institution saves them after I matriculate.



# www.commonapp.org

The **Common App** is an option for many colleges.

It allows students to complete one application that can be sent to more than one college.



The screenshot shows the Common App login interface. At the top, the 'common app' logo is displayed. Below it, there are two tabs: 'First Year Students' (selected) and 'Transfer Students'. A message box states: 'We know there is a lot of uncertainty surrounding the ongoing situation with the Coronavirus. The Common App team is here to support you, as always, 24/7/365, and you can reach us at [recovery@commonapp.net](mailto:recovery@commonapp.net).' Below this is the 'Sign In' section. It includes a prompt: 'First year student? Great! Enter your email and password below to sign in, or [create an account](#) to get started.' A note indicates '\* Indicates required fields.' There are input fields for 'Email \*' and 'Password \*'. A link for 'Forgot password?' is located below the password field. A blue 'Sign in' button is at the bottom of the form. At the very bottom, there is a link: 'Need help? Visit the Applicant Solutions Center.'



+ PROS

OVER 900 COLLEGES ARE MEMBERS

FILL OUT ONE APPLICATION FOR ALL COMMON APP  
SCHOOLS

EASY TRACKING OF APPLICATION REQUIREMENTS

EASY TRACKING OF DEADLINES

- CONS

NOT A QUICK APPLICATION

MUST COMPLETE ESSAY (250-650 WORDS)

SUPPLEMENTAL INFORMATION...SHORT ANSWERS & Q's



For non Common App colleges use the  
*college's official website* to apply.

# APPLY

Colleges will utilize your email  
address to communicate with you  
regarding your application.

Check your email and  
save your username/password log-in

# RECOMMENDATION LETTERS

## Teacher Recommendation Letters

- Ask early. Teacher should have 3 weeks to write letter.
- Log into Student and go to the College tab/Home
- Add new request
- Complete Teacher Rec Letter Survey (in About Me tab under surveys)
- Write a thank-you note to your teachers

## **NO MORE THAN 2 TEACHER LETTERS**

## Counselor Recommendation Letters

- Same as above, but complete the “counselor letter of recommendation” (only if application requires should you request a counselor letter)



# Teacher Letter of Recommendation Request

Request letter of recommendation from teacher in drop down list

Complete questions and surveys

NO PAPER

Request is sent via email to teacher

Naviance | *Student* HOME Colleges Careers About Me

Letters of recommendation

Add new request

Here you can ask a teacher to write you a letter of recommendation. If you don't have any colleges in your list yet, you may still make a request. Make sure you give your teachers plenty of time to write your recommendations!

1. Who would you like to write this recommendation?\*

Select A Teacher ▼

2. Select which colleges this request is for:\*

☐ Choose specific colleges from your Colleges I'm Applying To list  
Looks like you don't have colleges in your Colleges I'm Applying To list yet. Click [here](#) to add.

☐ All current and future colleges I add to my Colleges I'm Applying To list ⓘ

3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:

# SAT & ACT

Are you wondering whether to take the SAT or ACT ?

Getting your best score on the SAT or ACT can be a powerful way to stand out to colleges. During the pandemic, colleges have introduced flexibility and choice into the admissions process.

Some students may decide that their application is stronger without a score, but for students whose GPA may have suffered or who couldn't participate in extracurricular activities, the SAT or ACT score could strengthen applications.

[TEST DATES & REGISTRATION INFO](#)



# SAT & ACT SCORES

Due to COVID, many colleges are test optional

Your scores are NOT reported on your CV transcript

It is the student's responsibility to know the college's policy.

Self-reporting test scores schools will require official scores if accepted

NEXT...ESSAYS!

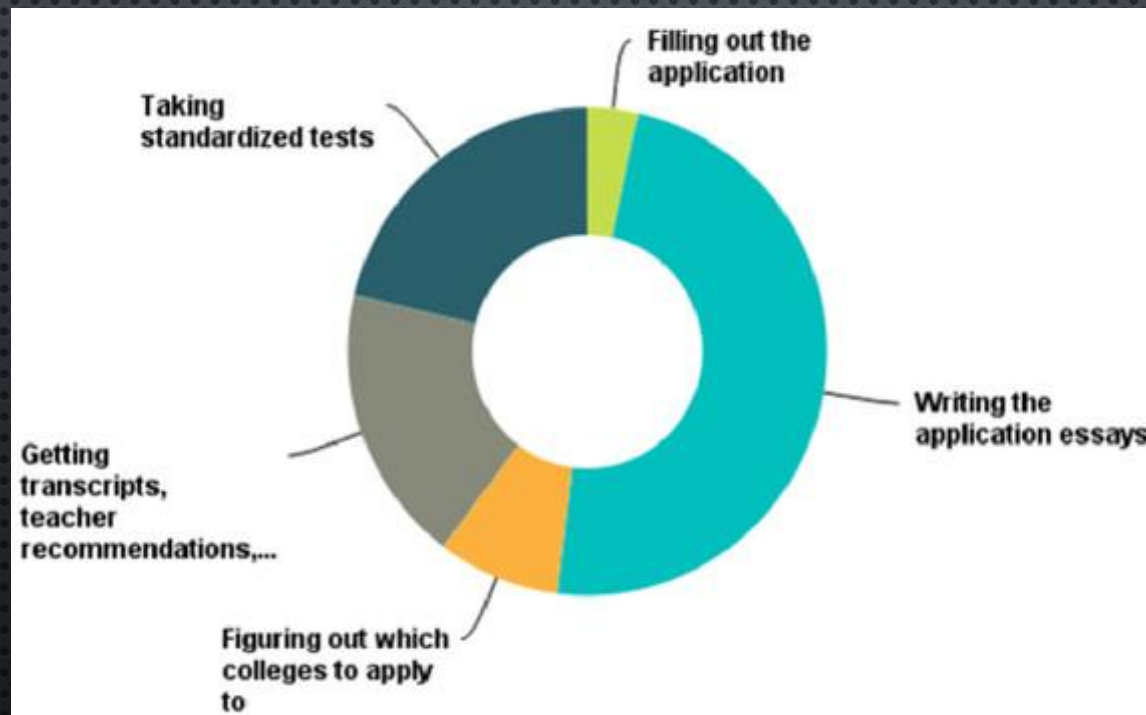




# WHAT IS THE HARDEST PART OF APPLYING TO COLLEGE?

48.6% OF HS SENIORS:

WRITING THE COLLEGE ESSAY



# THE IMPORTANCE OF THE COLLEGE ESSAY

- YOU have control
- YOU have a voice
- YOU can share with the colleges something that is not already in the application
  - Shows how well YOU can write
- After grades, curriculum, and test scores...the essay is the 4<sup>th</sup> most important part of an admissions decision



# WHAT IS A PERSONAL STATEMENT?

- Your story
- Invitation for your reader to get to know you
- Indicates what is important to you

It is not a summary of the 18 years of your life or a summary of your academic record or a summary of all your extra-curricular activities.

# THE DOs

- Be authentic and creative
- Be yourself
- Have teacher proofread
- Accept criticism
- Write, edit, revise, repeat
- Prove it with specific details
- Be personal (describe something you've experienced)

# THE DON'Ts

- Don't use SAT vocabulary words
- Don't write about something general or broad topics (climate change, gun violence, etc...)
- Don't have misspellings or grammatical mistakes
- Don't be wordy
- Don't rely on spellcheck



# TOPICS TO AVOID

- Death of grandparent
- Scoring the touchdown for the State Championship
- Sensitive Topics (ex: religion, politics, etc.)
- Your mission trip (unless it's one specific moment)

# COMMON APPLICATION ESSAY PROMPTS

**Choose one question. No more than 650 words.**

1. Some students have a background, identity, interest, or talent that is so meaningful they believe their application would be incomplete without it. If this sounds like you, then please share your story.
2. The lessons we take from obstacles we encounter can be fundamental to later success. Recount a time when you faced a challenge, setback, or failure. How did it affect you, and what did you learn from the experience?
3. Reflect on a time when you questioned or challenged a belief or idea. What prompted your thinking? What was the outcome?
4. Describe a problem you've solved or a problem you'd like to solve. It can be an intellectual challenge, a research query, an ethical dilemma - anything that is of personal importance, no matter the scale. Explain its significance to you and what steps you took or could be taken to identify a solution.
5. Discuss an accomplishment, event, or realization that sparked a period of personal growth and a new understanding of yourself or others.
6. Describe a topic, idea, or concept you find so engaging that it makes you lose all track of time. Why does it captivate you? What or who do you turn to when you want to learn more?
7. Share an essay on any topic of your choice. It can be one you've already written, one that responds to a different prompt, or one of your own design.



# KEEP THIS IN MIND...

If you are bored by your essay – the admissions office will be bored too!

Write what you want, not what you think will impress the admissions office.

If your friend found your essay without your name on it and read it, they should be able to know who the writer was because it was clearly using your voice!

# RESOURCES

<https://hs.cvsd.net/services/school-counselors>

[www.thecollegessayguy.com](http://www.thecollegessayguy.com)

[www.nacacnet.org](http://www.nacacnet.org)

<https://bigfuture.collegeboard.org>





# STEP 3:

## Transcript Request Form (Blue Sheet)

- Transcript Request Form can be picked up in the HS /Student Services Office or [printed](#)
- Print and complete a form for **EACH** college

YOU MUST ALLOW 2 WEEKS FOR TRANSCRIPT AND MATERIALS TO BE PROCESSED!

Example: Deadline is November 30, must have request by November 15<sup>th</sup>!

# RECAP

**STEP 1: APPLY TO YOUR COLLEGES**

**STEP 2: LOG INTO NAVIANCE STUDENT  
AND ADD YOUR COLLEGES AND LETTER OF  
RECOMMENDATION REQUESTS**

**STEP 3: COMPLETE THE TRANSCRIPT  
REQUEST FORM (BLUE SHEET) AND RETURN  
TO STUDENT SERVICES/GUIDANCE OFFICE**



# AFTER ACCEPTANCE

- **SHARE YOUR NEWS WITH COUNSELORS TO INDICATE THE DECISION IN NAVIANCE STUDENT**
- **WAIT FOR FINANCIAL AID PACKAGES**
- **YOU HAVE UNTIL MAY 1 TO MAKE DECISION AND PAY YOUR DEPOSIT.**
- **NO SENIORITIS....COLLEGES WILL RESCIND ACCEPTANCE OFFER IF YOUR FINAL GRADES ARE NOT SUFFICIENT AND/OR DUE TO IRRESPONSIBLE SOCIAL MEDIA POSTINGS ON INSTAGRAM, TWITTER, FACEBOOK, ETC...**

# SENIOR YEAR – TIMELINE

## SPRING SEMESTER

1. Make sure FAFSA is complete
2. Respond to offers of admission and financial aid once you've received your financial aid packages
3. Continue **to apply for scholarships** (Naviance)
4. Submit deposit, due by May 1<sup>st</sup>
5. Before graduation, request your final CV transcript and CHS transcripts (from colleges)



**QUESTIONS?**  
**email your school counselor**



# SCHOOL COUNSELORS



**Lesley Kunkel** (A - F)

412-429-2268 [lkunkel@cvsd.net](mailto:lkunkel@cvsd.net)



**Leah O'Malley** (G - N)

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**Danyelle Boyd** (O - Z)

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<https://hs.cvsd.net/services/school-counselors>