

# The College Process

Magruder High School Counseling

## Class of 2020



# Outline

- College Application Process
- Student Responsibility
- Transcript and Recommendation Letter
- Test Scores
- A word about UMD College Park
- College and Career Center
- Money for College

# College Application Process

## Staff that can help.

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**Mrs. Kerry Oswald**

**Ms. Kate Manning**

**Mrs. Katie Spicer**

**Mrs. Tara Vaglica**

**Mrs. Kristine McDermott**

**Ms. Evelyn Culque**

**Mrs. Donte Gassaway-Fields – Registrar**

**Ms. Julie Yang – College/Career Info. Coordinator**

# College Application Process Cont'd

## Components of the four year college application packet

- Application fee
- Essay(s) (If required by the college)
- Transcripts
- Recommendation Letters
- Test Scores
- Secondary School Report

**Deadlines, deadlines, deadlines!**

# Student Responsibilities

- **Complete and submit** the application, essay, and application fee directly to the college through Naviance or the college-specific application.
- **Request** recommendation letters from your teachers through Naviance.
- **Request** official transcript, school profile, secondary school report and counselor recommendation from Mrs. Gassaway-Fields. She will send all documents to the college.
- **Request** SAT/ACT scores be sent to colleges by directly contacting the testing organization on-line.



# Transcript

- FERPA Waiver
- Match Naviance with Common App
- How to request a transcript
- Request transcript schedule

# Transcript Cont'd - FERPA Waiver - Must be complete for us to send out transcript.

1. Log into your Common App account.
2. Under the "Common App" tab, complete the "Current and Most Recent Secondary School" question in the Education Session.
3. Go to "College Search" add 1 college

**\*NOTE:** If you're applying to a Common App school, you must apply via the Common App.

4. Go to My Colleges tab, click open your college and click the Recommenders and FERPA Release Authorization. Follow the instructions and click these items:

- ▶ I authorize every school that I have attended to release all requested records...
- ▶ I waive my right to review all recommendations and supporting documents...
- ▶ I understand that my waiver or no waiver selection above pertains to all colleges....

See sample on next slide:

# FERPA Release - Rights Waived Example

The screenshot displays the user interface of The Common Application. At the top left is the logo "THE COMMON APPLICATION". At the top right, a user profile for "Anne" is shown with a "Sign Out" button. Below the header is a navigation bar with tabs for "Dashboard", "My Colleges", "Common App", "College Search", and "Financial Aid Resources". The "My Colleges" tab is active, showing a list of colleges: "American University" (expanded), "Lehigh University", and "University of Wisconsin-Madison". The "American University" section is highlighted, showing a progress bar for "Application (1 of 3 Completed)" with "Questions" and "Recommendations and FERPA" completed. The "FERPA Release Authorization" section is checked and includes a "View Details" link. Below this is the "Invite Recommenders" section, which explains that recommenders submit forms on behalf of the applicant and provides a "Invite and Manage Recommenders" button. The "Advisor" section explains that an advisor assists with the application process and provides an "Invite Advisor" button. A summary shows "Required: 0", "Optional: 3", and "Total: 3". A note states "All dates are Eastern Time". The "Counselor" section is partially visible at the bottom. On the right side, there is a sidebar with "Instructions and Help" and sections for "What is an Advisor", "Recommender Information does not change", "Adding and assigning recommenders for Naviance schools", and "Don't forget to assign your teacher recommendation!".

**THE COMMON APPLICATION**

Welcome, Anne!  
Practice Applicant [Usage Tips](#)  
First Year | CAID 19062304  
Anne\_L\_Hutchens@mcpsmd.org

Sign Out

Dashboard My Colleges Common App College Search Financial Aid Resources

**American University** -

Application (1 of 3 Completed)  
 Questions  
 **Recommendations and FERPA**  
 Review and Submit - Common App

Writing Supplement (1 of 2 Completed)  
 Questions  
 Review and Submit - Writing Supplement

Lehigh University +  
University of Wisconsin-Madison +

**For All Colleges**

✓ **FERPA Release Authorization**  
[View Details](#)

**Invite Recommenders**  
Recommenders are people who will submit forms and information to colleges on your behalf. Check out our [video about recommenders](#).

Invite and Manage Recommenders

**Advisor**  
An advisor can be anyone who is assisting you with your application process. You may invite an advisor using the 'Invite Advisor' link below. An advisor can view your application information and give you personalized feedback. An advisor does not submit any forms on your behalf.

Required: 0 Optional: 3 Total: 3

[Invite Advisor](#)

**Recommenders for American University**

Note: All dates are Eastern Time

• **Counselor**  
Your school is using Naviance eDocs for transcripts, school reports, and

**Instructions and Help** →

**What is an Advisor**  
An Advisor is a new type of recommender for your Common Application. If you receive support from ... [ + ]  
[\[more\]](#) →

**Recommender Information does not change**  
Once a recommender has been added and invited, the name and title you entered cannot be changed ... [ + ]  
[\[more\]](#) →

**Adding and assigning recommenders for Naviance schools**  
If your school uses Naviance, you will not be able to assign Counselor or Teacher recommendation ... [ + ]  
[\[more\]](#) →

**Don't forget to assign your teacher recommendation!**  
If you see the "assign" button beside the name of your

## Release Authorization

1  Instructions



2 Form

- I authorize every school that I have attended to release all requested records and recommendations to colleges to which I am applying for admission. I also authorize employees at these colleges to confidentially contact my current and former schools should they have questions about the information submitted on my behalf

Please select one:

- I waive my right to review all recommendations and supporting documents submitted by me or on my behalf.
- I DO NOT waive my right to review all recommendations and supporting documents submitted by me or on my behalf.
- I understand that my waiver or no waiver selection above pertains to all colleges to which I apply and that my **selections on this page cannot be changed once I sign and click Save below.**

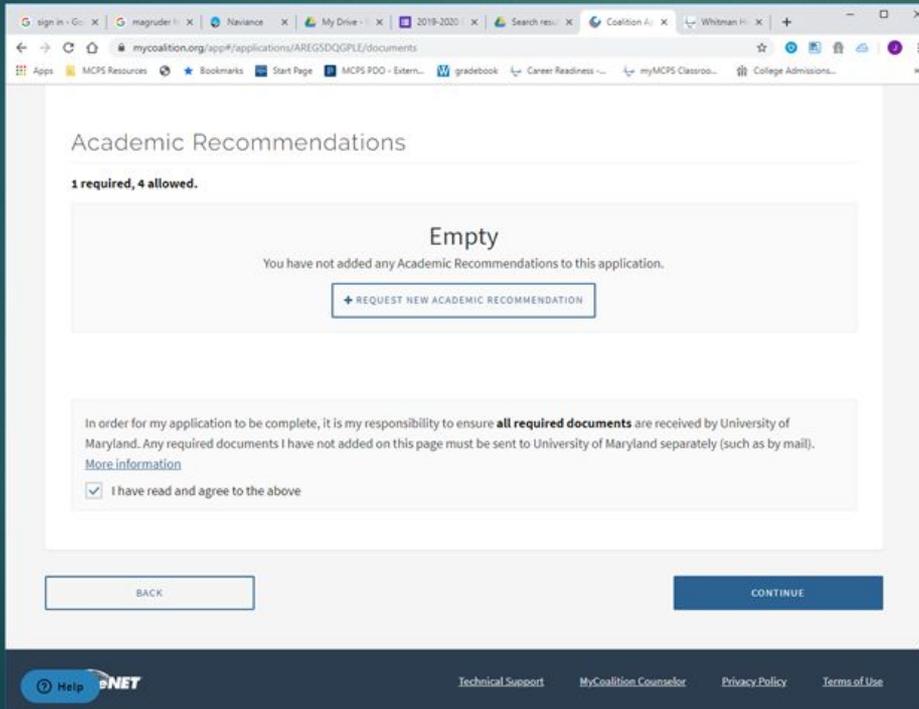
Signature

Date 08/17/2014



# A Word about UMD

- students will need to create a Coalition account, fill out the profile information and then add desired schools (\*University of Maryland only uses Coalition.)
- You must check “I have read and agree to the above” box in the Official Document Section for your application to be complete.
- Counselors send out all documents electronically via Naviance.



The screenshot shows a web browser window with the URL `mycoalition.org/app#/applications/AREGSDQGPL/documents`. The page title is "Academic Recommendations". Below the title, it says "1 required, 4 allowed." and "Empty". A message states: "You have not added any Academic Recommendations to this application." There is a button labeled "REQUEST NEW ACADEMIC RECOMMENDATION". Below this, a paragraph reads: "In order for my application to be complete, it is my responsibility to ensure **all required documents** are received by University of Maryland. Any required documents I have not added on this page must be sent to University of Maryland separately (such as by mail)." There is a link for "More information" and a checked checkbox labeled "I have read and agree to the above". At the bottom of the form are "BACK" and "CONTINUE" buttons. The footer of the page includes "Help eNET", "Technical Support", "MyCoalition Counselor", "Privacy Policy", and "Terms of Use".



# Transcript - Match Naviance with Common App

 You will need

◦ Common App e-mail address and name, which should match the Naviance e-mail address and name

◦ Student's date of birth

# Transcript - before account matching

You are viewing Naviance Student as [REDACTED]

Give feedback | 4 new messages | LOG OUT

Naviance | Student

Home | Courses | Colleges | Careers | About Me | My Planner

Colleges I'm applying to

**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](#)

[Manage Transcripts](#) | [Application Milestones](#) | [Compare Me](#)

+ = extended profile available

College that I'm attending:  
N/A

**Walt Whitman High School**  
7100 Whittier Boulevard  
Bethesda, MD 20817-6199  
p: (301) 320-6600  
[www.montgomeryschoolsmd.org/schools/whitmanhs/](http://www.montgomeryschoolsmd.org/schools/whitmanhs/)



Copyright 2018, Hobsons Inc  
[Privacy Policy](#)  
logged in as | LOG OUT

100%

# Transcript - after account matching

You are viewing Naviance Student as [redacted]

Give feedback | 4 new messages | LOG OUT

Naviance | Student

Home | Courses | Colleges | Careers | About Me | My Planner

### Colleges I'm applying to

✓ **Your Common App account has been matched.**  
Your FERPA status is waived. You're ready to apply to colleges using Common App.

Manage Transcripts | Application Milestones | Compare Me

+ = extended profile available

College that I'm attending:  
N/A

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**Walt Whitman High School**  
7100 Whittier Boulevard  
Bethesda, MD 20817-6199  
p: (301) 320-6600  
[www.montgomeryschoolsmd.org/schools/whitmanhs/](http://www.montgomeryschoolsmd.org/schools/whitmanhs/)



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Privacy Policy  
logged in as [redacted] | LOG OUT

# Transcript Cont'd

## How to Request a Transcript

- Determine how each one of your colleges accepts documents through Naviance.

By mail:



By e-docs:



By Common App:



- Pay your transcript fee to Mrs. Gassaway-Fields. The first 3 transcripts are free; additional transcripts are \$3 each.

# Transcript Cont'd

## How to Request a Transcript Cont'd

- If by mail:   
Provide a **9X12 envelope**; addressed to the college admissions office or scholarship program, with simply your name in the return address space, **along with** 3- first class stamps (or equivalent postage = \$1.32) affixed to the envelope. Do not put your own return address on the envelope.
- If by eDoc  Common Application   
**Submit the completed Transcript Request form to Mrs. Gassaway-Fields.**

# Transcript Cont'd -- Request Schedule



## TIMELINE FOR REQUESTING A TRANSCRIPT Transcript Request



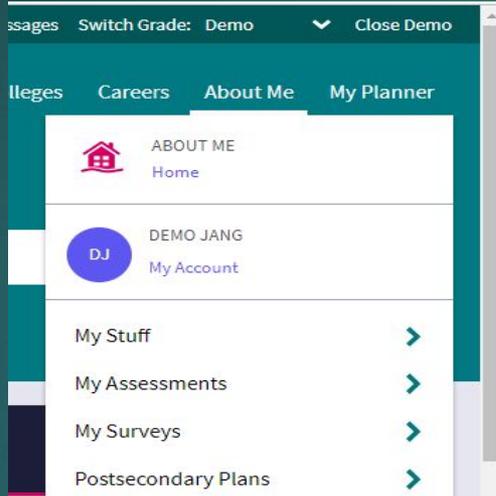
Mondays - Fridays: before school, during lunch & after school  
Mrs. Gassaway-Fields, Registrar

### Timeline to process transcripts/application

College Deadline	Due to Registra
Oct. 1	Sept. 13
Oct. 15	Sept. 20
Nov. 1	Oct. 4
Nov. 15	Nov. 18
Dec. 1	Nov. 1
Dec. 15	Nov. 22
Jan. 1	Dec. 14
Jan. 15	Dec. 18

# Recommendation Letter - Counselor

- Complete “Magruder Senior Brag Sheet” form (found under the “About Me” tab on the upper right side of the screen).



Click on “My Stuff” -> “My Surveys-> “Magruder Senior Brag Sheet”

- Be sure to indicate that you need a Counselor Recommendation on the Transcript Request Form (mark   Yes or   No on the form).



## Recommendation Letter - Counselor Cont'd

- COUNSELORS HAVE 20 SCHOOL DAYS TO COMPLETE YOUR RECOMMENDATION LETTER FROM THE DAY THAT YOU SUBMIT ALL NECESSARY PAPERWORK TO THE REGISTRAR.

# Recommendation Letter - Teacher

- Speak to your teacher to confirm that they are willing to write your recommendation letter.

## Letters of recommendation

Some colleges require letters of recommendation to be submitted with your application. Please visit the [letters of recommendation section](#), accessible from the main colleges page, for more information



- For teachers not submitting recommendations electronically, provide college-addressed business size envelope with appropriate postage. Write your name only in the upper left corner and the college deadline in the lower left corner. Again, it is up to YOU to ensure that your application is being sent the correct way.



# Recommendation Letter - Teacher Cont'd

Naviance | Student

HOME Courses Colleges Careers About Me My Planner

### Letters of recommendation

## Your Requests

You can request new letters of recommendation and track the most recent status of your requests here.

Add Request

Recommendation For	Deadline	Recommender(s)	Status	Cancel Request
 Your recommendation requests will show up here.				

Add Request

Walt Whitman High School

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Family Connection LOR Request UI: 1.5.1  
[Privacy Policy](#)

Logged in as **Anne Hutchens**: [Log out](#)

# Test Scores - SAT, ACT, Acuplacer

- Go to [www.collegeboard.org](http://www.collegeboard.org) to register for the SAT. SAT w/o essay is \$47.50; SAT with essay is \$64.50.
- Go to [www.actstudent.org](http://www.actstudent.org) to register for the ACT. ACT is \$50 no writing; ACT is \$67 with Writing.
- If you're applying to Montgomery College, visit the MC website to find more information regarding the Accuplacer or see Mr. Meagher for more info.

# The College and Career Center

- Researching majors and colleges
- Career exploration
- Standardized Test Options
- College Process
- Scholarships
- Financial Aid/FAFSA
- Summer Internships



# The College and Career Center Cont'd

## College Visits

- All students are sent weekly visit updates through their Naviance email account.
- Over **75 Colleges and Universities** nationwide send Admissions Representatives to MHS annually.
- Visits take place in the Career Center.

Sign-up on Naviance NOW!

# The College and Career Center Cont'd - Sign up for College Visits

1. Log into your Naviance Account
2. Go to “What’s New”
3. Click “more info” on the college of your choice.
4. Click Register on the top right hand corner



### What's New

-  St. John's University - Staten Island Campus will be visiting your school on Thursday, September 20th, 2018 at 8:42 am [more info](#)
-  University of Maryland, College Park will be visiting your school on Thursday, September 20th, 2018 at 10:24 am [more info](#)
-  Hollins University will be visiting your school on Thursday, September 20th, 2018 at 12:04 pm [more info](#)
-  Bridgewater College will be visiting your school on Monday, September 24th, 2018 at 10:24 am [more info](#)
-  Goucher College will be visiting your school on Tuesday, September 25th, 2018 at 8:42 am [more info](#)
-  UMBC will be visiting your school on Tuesday, September 25th, 2018 at 10:24 am [more info](#)

# The College and Career Center Cont'd - Sign up for College Visits

College Visits Search for colleges

SEPTEMBER Fri 14 11:15AM	<b>The George Washington University</b> 📍 Not Specified	DEADLINE PASSED	<a href="#">View Details</a>
SEPTEMBER Mon 17 01:00PM	<b>University of Miami</b> 📍 Not Specified	REGISTER BY Sunday, Sep 16 2018, 01:00AM	<a href="#">Register Now</a> <a href="#">View Details</a>
SEPTEMBER Mon 17 02:00PM	<b>St. Mary's College of Maryland</b> 📍 Not Specified	REGISTER BY Sunday, Sep 16 2018, 02:00AM	<a href="#">Register Now</a> <a href="#">View Details</a>
SEPTEMBER Thu 20 11:15AM	<b>Saint Vincent College</b> 📍 Not Specified	REGISTER BY Wednesday, Sep 19 2018, 11:15AM	<a href="#">Register Now</a> <a href="#">View Details</a>
SEPTEMBER Thu 20 01:00PM	<b>West Virginia University</b> 📍 Not Specified	REGISTER BY Wednesday, Sep 19 2018, 01:00PM	<a href="#">Register Now</a> <a href="#">View Details</a>

# Money for College - FAFSA

## FAFSA (**Free** Application For Federal Student Aid)

- All students applying for Financial Aid *MUST* complete FAFSA at <https://studentaid.ed.gov>
- The application is available October 1<sup>st</sup>, 2019.
- Use 2018 Income Tax Returns

Download the **NEW** App!



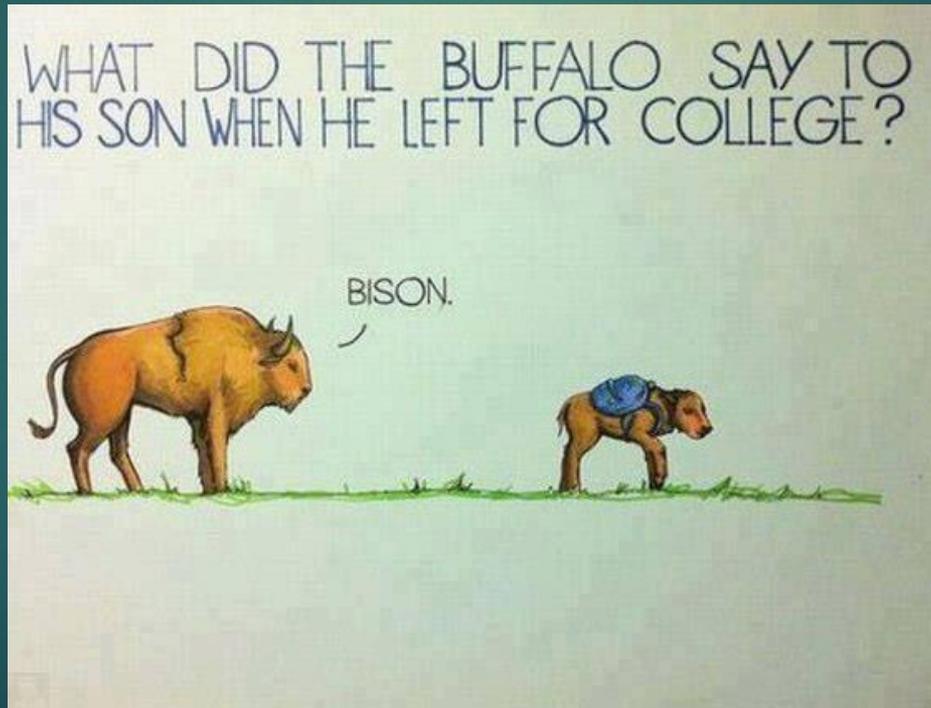
# Money for College Cont'd - Scholarship

- Do your research through the Scholarship section on Naviance.
- Research Senatorial/Delegate Scholarships
  - [https://mhec.maryland.gov/preparing/Pages/FinancialAid/ProgramDescriptions/prog\\_senatorial.aspx](https://mhec.maryland.gov/preparing/Pages/FinancialAid/ProgramDescriptions/prog_senatorial.aspx)
- Visit the College & Career Center and see Ms. Yang.



# Still have Questions?

Make an appointment with your counselor/ Ms. Yang or visit us before/after school or during lunch.





**College**  
Just Ahead