

Seniors:

Please read through the following information at your convenience as it highlights content covered when I visited your English class. I realize it is a lot of information but we want you to be well-informed of the college application process. I have organized the content by topic below. As you have questions about applications and/or Naviance, please let me know. **As a reminder, I have posted college and Naviance resources in your Team group's Resources folder in Schoology as well as on the home page "From My School" section of Naviance.**

### **HCCF Scholarships**

**Don't forget the Hendricks County Community Foundation Scholarships are available at <https://hendrickscountycf.org/for-everyone-else/scholarships/>. The deadline to apply is **September 15, 2021**.** Please note that a letter of recommendation is requested and submitted through their system, *NOT* Naviance. Please plan ahead with the letter of recommendation for these scholarships and follow the directions within the HCCF system. All scholarship application requirements must be submitted through their system. Please reference the Scholarship Application Instructions document on their website.

### **Financial Aid Presentation by INvestEd- Tuesday, September 14<sup>th</sup>**

**We are hosting a Financial Aid Presentation on Tuesday, Sept. 14<sup>th</sup> at 6:30 p.m. in the BHS Auditorium.** INvestEd will be here to present on financial aid and the FAFSA (Free Application for Federal Student Aid).

### **Hendricks County Apprenticeship & Trades Fair- Tuesday, September 22<sup>nd</sup>- Avon High School**

**The Hendricks County Apprenticeship & Trades Fair is coming up on Wed., Sept. 22<sup>nd</sup> from 6:00-8:00 p.m. at Avon High School. Entrance is through Door 33.** During this fair, students will be able to explore careers such as advanced manufacturing, automotive, aviation, construction, cosmetology, emergency services, healthcare, IT, logistics, and the military. This is a great opportunity to explore career fields!

### **College Applications**

As you are beginning college applications, reference this [College Application Quick Guide](#).

It is very important to research college application deadlines, requirements, and admissions standards. **You will find college applications on the specific school's admissions site- *you do not apply to colleges through Naviance*.** Some colleges offer a choice on how to apply to their institution while other schools may only have one application offered. College admission sites will indicate the application platform(s) they offer, such as their own institutional application or the Common Application. I recommend making a list of the colleges you are applying to and take note of the application you are using for each. Also remember that colleges will need more than just your college application for review. Pay attention to college admissions sites for additional items needed for a "complete" application.

Many colleges use the Common Application in which you can apply to multiple colleges through the Common Application. Visit [www.commonapp.org](http://www.commonapp.org) for a list of member colleges. If you are applying to a school via the Common Application and come across questions, please remember they have video

tutorials and a help section on the right-hand side of the application. Please remember to search and add the colleges you are applying to in the Common Application to your "Dashboard."

Most college applications are savable, so we encourage you to make your applications a work in progress as we know you are very busy with your schoolwork as well. If you have questions as you are completing a college application, don't hesitate to ask.

### **Biography for Letters of Recommendation in Naviance**

If you are planning on getting a letter of recommendation from a teacher, please complete the **Biography for Letters of Recommendation in Naviance**. You will find it in the "About me" section, then "Surveys from my school" section.

### **Requesting Teacher Letters of Recommendation in Naviance**

Please watch this [video](#) for instructions on requesting a teacher letter of recommendation in Naviance. Please talk to the teacher *first* to ensure they can write you a letter. Then make the letter of recommendation request in Naviance. Always give recommenders at least two-three weeks' notice. Teachers upload letters in Naviance for students and then we will send them electronically via Naviance to the selected college(s). Check college websites to see if letters are required, recommended, or have a limited number.

- ❖ **IMPORTANT:** If you are using the Common Application, **you must request teacher letter of recommendations in your Naviance Student account. DO NOT "invite a recommender" or "other recommender" for a BHS teacher or counselor in the Recommenders section of the Common Application** because this will cause issues with submission of documents since Common App is connected to Naviance.
- ❖ **IMPORTANT:** If you find that a college you are applying to requires a *counselor* letter of recommendation, contact your counselor in Schoology. **DO NOT "invite" your counselor as a recommender or other recommender in your Common App either.** Counselor recommendations are uploaded and submitted via Naviance to colleges.

### **Transcript Requests in Naviance**

As a reminder, we use Naviance to send high school transcripts electronically to colleges. **In order for us to send your transcript to colleges, you must make a transcript request for the college(s) in Naviance. Transcripts must be requested in Naviance for EACH school you apply to.** The only way we know to send your transcript to a college is if you make the transcript request in Naviance- colleges do not alert us to do this for you. We can then see your transcript request and submit it electronically via Naviance to the college. Please give us time to submit transcripts as many requests are made daily.

**It is best to be 100% sure of which applications you are using for each of the colleges on your list BEFORE making transcript requests in Naviance.** If you are unsure, wait to request transcripts until you are absolutely certain.

There are 2 different ways you can request your transcript to be sent to a college in Naviance. It depends if any college(s) have been added to your "Colleges I'm Applying To" list in Naviance. **Please watch this [video](#) for instructions on how to make a transcript request in Naviance- it includes both**

scenarios for requesting one. Requests must be done correctly to ensure we receive them. Contact me if you need help.

Here are a few important tips when making a transcript request in Naviance:

- **You must mark if you are applying “via Common App” or “Direct to the institution” when making a transcript request for the college in Naviance.**
  - **“Via Common App”**- refers to if you are applying to the school using the Common Application
  - **“Direct to the institution”** – refers to if you are using the school’s own institutional application from their website.
- **If the college offers more than one application option to choose from, decide which application you will use.**
  - If you request your transcript too early and change your mind later on the application option you are submitting for the college, your transcript may not connect to your application accordingly. Colleges download transcripts based on the application you use.

### **Common Application Account Matching in Naviance**

**IF you are applying to colleges using the Common Application, you must CONNECT (“Match”) your Common Application account to your Naviance account.** You must first create an account at [www.commonapp.org](http://www.commonapp.org) and complete certain parts of your Common Application BEFORE matching your accounts (*enter your current high school information in the Education section, add at least one college to your Common App dashboard, & complete the FERPA Release Authorization*). **Please watch this video tutorial** on matching your Common App account to your Naviance Student account: <https://www.screencast.com/t/gxEQkElyo1>. To match your accounts, you will go to your “Colleges I’m Applying To” page in Naviance and see the red banner and click on “Match Accounts.” It will walk you through the matching process.

\* In order for transcripts, Common App school reports, and any letters of recommendation to be submitted to colleges, you **must match** your Common Application account to your Naviance account. Otherwise, we can’t submit documents for you to Common App schools. *If you are not using the Common Application, this matching process in Naviance does not need to be completed.*

Once you “match” your Common App account to your Naviance account, the colleges listed in your Common App account will now automatically appear in your Naviance “Colleges I’m Applying To” list as “CA” for the submission type.

### **SAT and ACT**

**The deadline to register for the Oct. 2<sup>nd</sup> SAT is this Friday, Sept. 3<sup>rd</sup>.** For a complete list of the 2021-22 SAT test dates, visit [www.collegeboard.org](http://www.collegeboard.org). To see when test scores will be available according to SAT test date, visit <https://collegereadiness.collegeboard.org/sat/scores/getting-scores> .

**The deadline to register for the Oct. 23<sup>rd</sup> ACT is Sept. 17<sup>th</sup>.** For a complete list of the 2021-22 ACT test dates, visit [www.act.org](http://www.act.org). For ACT test score availability information, visit <https://www.act.org/content/act/en/products-and-services/the-act/scores.html> .

**If you haven't researched the SAT/ACT testing information of your schools of interest yet, please do this ASAP.** You will typically find testing information on each school's admissions site. Each school is different in their admissions requirements, so it is best to research the university websites to see if the SAT/ACT is required or not required for admission consideration. **If the college has a test-optional policy, be sure to read through the test-optional explanation and information on eligibility for scholarship consideration, direct admission, honors college consideration, etc.** For direct admission programs, we highly recommend reviewing all information posted on their websites to understand their testing policy/requirements. Most schools have posted FAQs on their testing policy that will help answer your questions. If schools you are applying to have a test-optional policy and you have questions on whether to have your test scores reviewed or not for admission, we recommend reaching out to an admissions counselor at the institution to make an informed decision. Typically, if the school has a test-optional policy, there will be a question on the application regarding review of test scores, so please carefully mark your response prior to submitting the application.

As examples of testing information provided by school, here are links to IU Bloomington, IUPUI, and Purdue's testing policies:

**Indiana University:** <https://admissions.indiana.edu/test-optional/index.html>

**IUPUI:** <https://admissions.iupui.edu/apply/freshman/test-optional.html#req>

**Purdue University:** <https://www.admissions.purdue.edu/faq/index.php>

### **Sending SAT/ACT Test Scores to Colleges**

**For sending of test scores, most colleges require ACT and/or SAT scores be *officially* received directly from the testing agencies.** To send your official scores, you must log-in to your SAT and ACT accounts and request your scores be sent to colleges. You can do this while registering for a test as well as after a test has been taken. **Also note that there is processing time for scores to be received by the college, so it's best to do this in advance.** Most colleges will super-score if more than one set of test scores are sent to them. If the college has a test-optional policy and you have chosen to have your SAT/ACT test scores reviewed for admission, be sure to send your official test scores from the testing agencies to the college. Do the same if the college is requiring test scores for review. For SAT score-sending information, visit <https://collegereadiness.collegeboard.org/sat/scores/sending-scores/how-to-send> . For ACT score-sending information, visit <https://www.act.org/content/act/en/products-and-services/the-act/scores/sending-your-scores.html> .

Thanks for reading.

Mrs. Martin