

WESTBOROUGH HIGH SCHOOL

2015 – 2016 COLLEGE APPLICATION PROCEDURES

Naviance is a primary tool in this process. The website is: www.connection.naviance.com/westborough
If you are having difficulty logging in to Naviance, contact your counselor or Mrs. Kenefick.

Visit <http://bit.ly/WHStranscriptrequest> for video instructions to complete these steps.




1. Make sure all colleges are listed in your Naviance account under “Colleges I’m Applying To” with the correct application types and deadlines.

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| ● Click on the College tab on your main screen. | _____ |
| ● Click on “Colleges I’m Applying To” and “add to this list” to add schools and app types directly, OR... | _____ |
| ● Click on the link for “Colleges I’m Thinking About.” | _____ |
| ● Click the box to the left of the school, and then select “Move to application list.” | _____ |
| ● Select the type of application (Early, Regular, etc.) and click “Add Applications.” | _____ |
| ● Click on the link for “Colleges I’m Applying To” to view your list and verify deadlines. | _____ |

2. Match your Common Application & Naviance Accounts

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|---|-------|
| ● Click on “Colleges I’m Applying To.” | _____ |
| ● In the blue box, provide your Common Application email address and date of birth. In order to complete this step, you need to have | _____ |
| a. Created a Common App account | _____ |
| b. Added at least one college to your Common App account | _____ |
| c. Added WHS as your “Current School” in the Common App Education section | _____ |
| d. Signed the Common App FERPA Waiver and Authorization. (To see a video tutorial on completing the FERPA waiver, go to http://bit.ly/FERPAwaiver) | _____ |

If you have not completed step #1, we cannot send your college materials for any school. If you have not completed both steps #1 and #2, we cannot send materials to any Common App schools.

Colleges appear in Naviance with the following icons:	
	Recommendations must be mailed. Submit a stamped and addressed envelope to your teachers, even if they are sending other letters through Naviance. See instructions below.
	Common App College - Recommendations are electronically submitted via Naviance.
	Non Common App College - Recommendations are electronically submitted via Naviance.

If your teacher(s) are choosing not to submit recommendations electronically, or they must mail their letters for specific schools, you must provide them with a stamped and addressed envelope for each school, with Westborough High School as the return address (see below).

<p>Westborough High School 90 W. Main St. Westborough, MA 01581</p>	<p>Forever Stamp</p>
<p>Name of College Office of Undergraduate Admissions <i>(or otherwise indicated by the college)</i> Street Address or P.O. Box City, State, Zip Code</p>	

5. Request a counselor letter of recommendation

Following the timeline in #3, submit these five required items to your School Counseling Secretary (see below).

Notes

1. Completed “Counselor Recommendation and Transcript Request Form” (available on the School Counseling Website, <http://westboroughschoolcounselingdept.weebly.com>, click “Quick Links” and then “Forms”)
2. A draft of your college essay
3. A copy of your most up-to-date activity resume
4. \$5.00 transcript processing fee
5. Junior Questionnaire (Completed in Naviance)

These items are used only by your counselor and NOT sent to any colleges by us.

If your counselor is:	Submit your materials to:
Mrs. Goodliffe, Mrs. Cairra, or Mr. Wolfson	Mrs. Kenefick
Ms. Jango-Cohen or Ms. Vavruska	Mrs. Morse

Counselor recommendations are written only upon receipt/completion of these required materials.

6. Send standardized test scores to colleges

Students are responsible for sending their own official ACT/SAT/SAT Subject/TOEFL test scores directly to colleges. **Counselors do not send these test scores to colleges. Request your official ACT/SAT/SAT Subject/TOEFL test scores directly from the testing companies. Be mindful of deadlines. Scores may take a few weeks to reach the colleges.**

Notes

7. Indicate in Naviance that you have applied to your colleges

Transcripts and Recommendations are sent by the School Counseling Department **once you have indicated in Naviance that you have submitted your college application(s)**. You may indicate the submission of your applications one school at a time OR multiple/all schools at the same time.

Once you submit your application(s) to colleges(s), go to the “Colleges I’m Applying To” page in Naviance and...

- Click on “Have you applied?”
- Check “I have submitted my application” for each school you have applied to.
- Indicate the type of application, if you have not already (Early Decision, Early Action, Regular, Rolling, etc.).
- Click “Update Applications.”

You do not need to provide your counselor with envelopes for transcripts.

Notes

We check daily for updates. Transcripts and recommendations are sent together once the counselor and teacher recommendations are written and available. By meeting the required timeline in #3 for requesting recommendations AND indicating your applications have been submitted, we guarantee that your materials will be sent to your colleges on or before your **APPLICATION DEADLINES**.

If you know you will be completing an application on or close to the deadline, please indicate in Naviance that you have already submitted the application **at least two school days BEFORE** the deadline. This will ensure timely processing.

Reminder: November 1 and 15 are Sundays this year!

8. Track and update your application activity

Throughout the process, continue use Naviance to track personal application activity and changes including:

- Where you are applying
- Application type (EA, ED, Regular, and Rolling)
- When an application is submitted
- Application decisions (deferred, admitted, denied, waitlisted)

Notes

9. Update your admissions decisions in Naviance

As you learn admissions decisions, follow these instructions to update your Naviance account:

- Click on “colleges I’m applying to.”
- On the right side of the screen, under “Results,” click on the pencil icon to “Edit Applications.”
- Under each college name, use the drop down menu to indicate the “Result” for each college.
 - Check the “deferred” box if your Early Action or Decision application was deferred to Regular Decision (when you get your final result, follow the steps above).
 - Check the “waitlisted” box if your final result was being placed on the waitlist. If you are eventually accepted off the waitlist, change your result to “accepted.”
- Once you have entered all the information, click on “Update Applications” at the bottom of the screen.

Notes
