# Applying to College Guide:
# Things you need to know and do

**SCHOOL CODE: 050865**

**DOCUMENTS**

- ☐ You may need the following documents. They are all available on the counseling website. Go to the school website and under departments click on Counseling. In the left navigation bar is Academic/ College, click there. Scroll down to **For Seniors.** Print the documents you need

College Applications Chart
College Application Reference Sheet
CSU Application Helpful Hints – use this when applying to CSU campuses
UC Application Helpful Hints – use this when applying to UC campuses
FERPA Agreement – must be signed and returned to counselor before writing a letter of recommendation. Goes in the College Applications folder you get from your counselor
SAT/ACT Test Schedule 2016-17
Teacher Input Form – For a counselor letter of recommendation. Give 1 to 2 different teachers. It will be returned to us directly from the teacher

**ACTIVATE YOUR NAVIANCE ACCOUNT**

- ☐ Follow the instructions on the Counseling Website. Go to the school website and click on Counseling. Scroll down for Naviance log-in
- ☐ Use an email address you check regularly and use your student ID# for the password
- ☐ Read your Naviance homepage for current information

**SAT/ACT TESTING**

- ☐ Complete all SAT/ACT testing by the December test dates
- ☐ Sign-up at www.collegeboard.com (SAT) and www.actstudent.org (ACT+ writing)
- ☐ Use the **SAT/ACT Test Schedule 2016-17** to plan your tests

**RESEARCH COLLEGES**

- ☐ Go to your Naviance account, click on the Colleges tab and scroll down to **SuperMatch  College Search** or **College Search**. Both programs help you explore colleges

- Create a list of colleges you are thinking about. Make sure you have colleges that cover a wide range from easy to hard to get into *for you*. We recommend 2-3 CSU campuses, 2-3 UCs and 2-3 private or out of state colleges
- Visit college websites for more information
- Go to the College Visits on SDA's campus. Find a list of all visiting colleges in Naviance under the Colleges tab and **view all upcoming college visits**. Follow instructions on your Naviance homepage to sign-up
- See your counselor to go over your list of colleges
- Enter your colleges in Naviance under **Colleges I'm Applying To**

## APPLY TO COLLEGES

- Check the application instructions and requirements for each college you are applying to
- Use the **College Application Reference Sheet** and **College Application Chart** to find out what each college requires from you
- Start applying. Watch deadlines

### CSU application

- For CSU campuses go to www.csumentor.edu. Application is available Oct. 1 and must be submitted by November 30. Use the **CSU Application Helpful Hints** when applying
- No letters of recommendation required. No essays. No transcripts sent at this time
- One application for all CSU campuses

### UC application

- For UC campuses go to www.universityofcalifornia.edu. Application is open Oct. 1 and can be submitted between Nov.1-30. Use the **UC Application Helpful Hints** when applying
- No letters of recommendation needed. Essays required. No transcripts sent at this time
- One application for all UC campuses

### Private and Out of State applications

- Most private colleges use the Common Application. Go to www.commonapp.org for a list of colleges using this application. Start your application here
- Most require letters of recommendation and essays. Check requirements for each college
- Most will want a transcript, secondary school report, school profile and your letters of recommendation. Your counselor will send all of these through

Naviance. If you have a college that requires these documents but they cannot be sent electronically, see your counselor

- ☐ If using the Common App you must link it to your Naviance account. Go to the **Colleges** tab and click on **Colleges I'm Applying To**. A box will come up with instructions on how to match
- ☐ If applying to private colleges requiring letters of recommendation (LOR), see your counselor for a **College Applications** folder. List all of your colleges and the application deadlines on the front. Inside, complete the **FERPA Agreement** (leave in folder) and give 1 **Teacher Input Form** to 2 different teachers. The teachers will return that form directly to your counselor. Bring the folder back to your counselor
- ☐ To request a LOR you must first complete the **SDA Teacher Recommendation Survey** and **SDA Counselor Recommendation Survey** in Naviance.  They can be found under the **About Me** tab in the left margin. Then personally ask your teacher and counselor for a letter. You must ask within 2 weeks of a deadline *or before.* Your teachers and counselors need time to write your letter! Check with each individual college for the number of letters they will accept
- ☐ If you have colleges not on the Common Application or are using their own application, check to see what is required and how to submit documents like a letter of recommendation, transcripts, secondary school report, school profile. Many times the documents can still be uploaded through Naviance

**FINANCIAL AID**

- ☐ Complete a **Free Application for Federal and State Aid (FAFSA)** to help colleges determine your financial need. Application filing period is Jan. 1- March 2. Go to https://fafsa.ed.gov. You will select the colleges you want the FAFSA information sent to
- ☐ **Cal Grant** information will be automatically uploaded to the state. The information will work with your FAFSA application to be considered for a grant
- ☐ Go to your Naviance account and click on the Colleges tab. Scroll down to **Scholarships** and **Scholarship List** ( local scholarships) and **National Scholarship Search** to explore private scholarships
- ☐ Try fastweb.com for more private scholarships

Once you have decided on the college you will attend, you must send a final transcript to that one college. You request this through our registrar

After reviewing each section in this guide, see your counselor for additional help/support. Counselors try to be available before and after school and at lunch so you can drop in!