
















# College Checklist – Class of 2020

	Task	Timeframe	Where
<input type="checkbox"/>	<p><b>Complete the <i>Senior Information Sheet/Survey</i></b>  <i>This gives a complete picture of your activities - both in and out of school, your honors and awards, and other information that helps your teachers and counselor write a comprehensive letter of recommendation. The more information you provide, the more personalized the letter. This should be completed before asking teachers and counselors to write a letter of recommendation. This will be assigned to you as a task in Naviance.</i></p>	Beginning July 15	
<input type="checkbox"/>	<p><b>Add Colleges to the <i>Colleges I'm Thinking About List</i></b>  <i>Log on to your Naviance account and add colleges to Colleges I Am Thinking About list. You can list as many colleges as you would like, but remember to include the colleges that you plan to apply to on this list. If colleges on this list come to visit OHS, you will receive an email notifying you of the date and time they are visiting so you can talk with an admissions counselor.</i></p>	Beginning June	
<input type="checkbox"/>	<p><b>Talk to your teachers</b>  <i>You need to have a conversation with your teachers before requesting recommendations from them in Naviance. Also, remember if you add any new colleges, you should notify each teacher of the new colleges.</i></p>	Ongoing	
<input type="checkbox"/>	<p><b>Begin adding colleges to the "I'm Applying To" list in Naviance</b>  <i>Once you determine exactly which schools you are applying to, you will put those schools on the "Colleges I'm Applying to" list.</i>  <b>DO NOT put colleges that you are thinking about on this list – you may move colleges from the "thinking about list" to the "applying to" list.</b>  <i>The "I'm Applying To" list is strictly for schools you are DEFINITELY applying to.</i></p>	August	
<input type="checkbox"/>	<p><b>Invite teachers to complete the letter of recommendation in Naviance</b>  <i>Click on the Colleges tab, then "Apply to College." Click Letters of Recommendation, then the "Add Request" button. Select the teacher you would like to write a recommendation from the drop down menu. Repeat for additional teachers. Do not add counselor as a teacher recommendation. Click the Submit Request button. CTC Teachers/Internship recommender may or may not be on this list – see your counselor for details on how to request these particular teacher/recommenders.</i></p>	Beginning August 1	
<input type="checkbox"/>	<p><b><u>If you are applying to colleges using the Common Application, log on to the Common Application website and add the colleges. You also must complete the FERPA Release Authorization. Do not add any teachers or your counselor directly on Common Application for recommendations. This is all done through Naviance Student.</u></b>  <i>Watch this video to get more detailed instructions:</i>  <a href="https://youtu.be/ddHdNK3E3Ns">https://youtu.be/ddHdNK3E3Ns</a></p>	Once you have added colleges to your Common App	
<input type="checkbox"/>	<p><b><u>If you are applying to colleges using the Common Application, view the video on your Naviance Homepage and complete the Common Application match</u></b>  <i>Watch this video by accessing the links section (left side) of your Naviance homepage – Com App Match Video. This is critical for your counselors and teachers to be able to submit documents on your behalf. Also, go into "Colleges I'm Applying to" and click on "Applying via Common App" to let them know that you intend to apply with the Common Application.</i></p>	Once you have added colleges to your Common App	

	Task	Timeframe	Where
<input type="checkbox"/>	<p><b><u>If your applying to colleges using the Coalition for Access, Affordability, and Success</u></b></p> <p>Transcripts, letter of recommendation and supporting documents will still be sent via Naviance. Students must add the college to their “colleges I’m applying to” list so that counselors and teachers can send the documents electronically.</p>	Ongoing	 THE COALITION
<input type="checkbox"/>	<p><b>Request Test Scores Be Sent To Colleges</b></p> <p>Colleges want your ACT and SAT scores sent directly from ACT or The College Board. Log on to your account at <a href="http://www.actstudent.org">www.actstudent.org</a> or <a href="http://www.collegeboard.com">www.collegeboard.com</a> and follow the instructions to have your scores sent to your list of colleges.</p>	As soon as you finish testing	
<input type="checkbox"/>	<p><b>Submit applications by the deadline dates posted by the college</b></p> <p>Log in to Naviance, click on College tab, “Colleges I’m Applying To”. Under the column My App, click on the button that says “Have you Applied?” For each college click the box that says “I have submitted my application”. Scroll all the way to the bottom and click update applications.</p>	Be aware of deadlines	College Websites
<input type="checkbox"/>	<p><b>Attend “How to Pay for College Night” at OHS</b></p> <p>Representatives from Hood College will be presenting valuable information about the financial aid process – what is financial aid, what to file, when to file it, etc. FAFSA help will also be available that evening.</p>	October 21 6 PM	
<input type="checkbox"/>	<p><b>Apply for Scholarships</b></p> <p>Naviance has a complete list of both local and national scholarships you might be eligible for. You can apply for as many as you would like. A popular scholarship for the Frederick area opens in March called Community Foundation scholarship- <a href="http://www.cffredco.org">www.cffredco.org</a>.</p>	September- May	
<input type="checkbox"/>	<p><b>Edit college results in Naviance</b></p> <p>Once you start getting replies from colleges, you need to indicate the results for each college in Naviance. Log in to Naviance, under the colleges tab and “I’m Applying To.” Edit each application to indicate your result from the college.</p>	Once you hear back from the colleges	
<input type="checkbox"/>	<p><b>Complete Senior Survey 2020 so that a final transcript will be sent to your college</b></p> <p>This survey will be completed before graduation. Congratulations!!!! You are now officially finished with the college application process.</p>	April-June 2020	

Website for Naviance Student: <http://student.naviance.com/oakdalehs>

Username: Student ID #

Password: Student ID #