



# *Sanford H. Calhoun High School*

*Senior College Application Check-In*

*Class of 2024*

## School Counselors

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# College Application Checklist

- Create your Common App account at [www.commonapp.org](http://www.commonapp.org)
- Sign onto your Naviance account. To access Naviance, go to the Calhoun website – Visit <https://calscwc.weebly.com> and click Important Links
- Input colleges that you are applying to into Naviance under the *College* tab
- Make note of Early Decision and/or Early Action deadlines, and regular deadlines
- Complete the application on the Common App (CUNY is not on the Common App). See page on *Completing the Common App*.
- Complete required writing supplements for each school that you are applying to
- Complete your college essay
- Complete and submit your Student Self Reflection (“Brag Sheet”), Parent Brag Sheet, and Activity Sheet to your School Counselor ASAP
- Request letters of recommendations from teachers via Naviance
- Match your Naviance and Common App (Complete FERPA)
- Send your SAT and/or ACT scores to each college that you have applied to. Go to [www.Collegeboard.com](http://www.Collegeboard.com) or [www.ACT.org](http://www.ACT.org) to submit scores. \*Please note it takes about 2 weeks for colleges to receive scores. Send scores prior to application deadline.
- Pay your application fees
- Fill out a *Transcript Request* form for each college that you are applying to. This is due 2 weeks prior to your college’s deadline.

# Completing the Common App.

**Ensure that you complete the following for each school that you have applied to specifically on the common app.**

- Complete the “Profile” section
- Complete the “Education” section
- Add colleges under the “My Colleges” section
- Under “My Colleges” select the “Assign Recommenders” link and follow the instructions for electronically signing the FERPA Release Authorization”
- Under “My Colleges” complete “Questions” for each school by selecting the school on the left side
- Complete the “Family” section
- Complete the “Testing” section
- Complete the “Activities” section
- Complete and upload essay in “Writing Section”
- Complete and submit supplement(s) for each school, found in “My Colleges” tab under each school
- Electronically link your Common Application to your Naviance account in Naviance
- Pay the application fee
- Click SUBMIT!

# Common Application Tips

When you are preparing the Common Application be sure to complete all areas that are marked with a red asterisk \*. Your application cannot be submitted unless every item marked with an asterisk has a response. Here is some information that you will find helpful:

✓ Information for **EDUCATION:**

- Date of Entry: 09/2020
- Graduation Date: 06/2024

<u>COUNSELOR NAME</u>	<u>PHONE NUMBER</u>	<u>EMAIL ADDRESS</u>
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- ✓ Fax Number: **516-623-7936**
- ✓ Class Size: **313**
- ✓ GPA Scale: **100**
- ✓ Rank: **NONE**
- ✓ GPA Weighting: **WEIGHTED**
- ✓ Current Year Courses: pull down asks you how many you want to report. List all courses that you will take this year; there will be an opportunity to choose the level of each class.
- ✓ Information for **TESTING**
  - Do you wish to self-report standardized test scores? (We recommend **NO**...very time consuming and easy to make mistakes. **YOU MUST SUBMIT ALL STANDARDIZED TEST SCORES DIRECTLY FROM THE TESTING AGENCY.**)
  - SAT: [www.collegeboard.org](http://www.collegeboard.org)
  - ACT: [www.ACT.org](http://www.ACT.org)

# Dual Enrollment Courses

Courses taught on secondary/high school campus: also known as Dual Enrollment Courses (excluding AP/IB), college credit awarded, transcript available from noted college:

- ✓ L.I.U.: Post
  - College Drawing and Painting 3
  - College Drawing and Painting 4
  - College 2-D Animation
  - College Sculpture 3 and 4
  - College Photo 3 and 4
  - College Digital Music Production
  - College Music Theory
  - Creative Writing
  - College Social Media and Blogging
  - College Journalism
  - College Voices of the Past – E
  - College Voices of the Past - SS
  - Cultural Studies
  
- ✓ Molloy College: Rockville Centre
  - College Italian
  - College Spanish
  - College Pre-Calculus (R and H)
  - College Drama 3 and
  
- ✓ New York Institute of Technology
  - College Principles of Engineering
  - College Digital Electronics
  - Java Mobile Apps
  
- ✓ St. John's University: Queens, NY
  - College Anatomy and Physiology
  - College Genetics
  - College Media
  - College Public Speaking
  - College Sociology
  - College Finite Mathematics
  
- ✓ SUNY: Albany: Albany, NY
  - ASR 3 (Advanced Science Research)
  - ASR 4 (Advanced Science Research)
  - ASR 3 – Summer Mentorship
  - ASR 4 – Summer Mentorship
  
- ✓ SUNY: Farmingdale: Farmingdale, NY
  - College Accounting
  - Virtual Enterprise
  - College Marketing

# Naviance Info.

- ✓ Teacher Recommendations:  
Do **NOT** request or resend recommendation requests through Common App; **ONLY** do this through Naviance. This will only get through Naviance and the Calhoun Transcript release form
- ✓ Inviting Counselors as Advisors:  
Do **NOT** invite counselors as advisors; any questions regarding Common App will be handled individually and in-person with your counselor.
- ✓ Courses and Grades:  
Do **NOT** complete the courses and grades section until you know if schools to which you are applying require it. It is time consuming and may be unnecessary for you to do. If a school requires that you complete this section you will know when you create your list of schools. In **ALL** cases your official transcript must be submitted through the Registrar.

If you are applying to colleges/universities using the Common Application, follow these steps to link your Common Application with Naviance. **This must be completed in order for transcripts and letters of recommendation to be sent.**

1. Log into your [Naviance](#) account
2. Click on the “colleges I’m applying to” link under the “Favorites” section on your home screen.
3. In the pink box at the top of the screen click “match accounts”
4. Read the posted information, scroll to the bottom of the page to enter your email address. Then, click “match accounts”.

If your Common Application account and Naviance account do not “match”

1. An explanation for the unsuccessful match should be given in the “Common App Account Matching” box
2. If it says you need to complete the FERPA”
  1. Login to your Common Application account
  2. Click on “My Colleges”
  3. Choose one of the colleges you plan to apply to
  4. Click on “Recommenders & FERPA”
  5. You must complete all of the questions in the “education” section
  6. Click on the link to complete the FERPA waiver
  7. Agree to the terms to waive your right to view letters of recommendation
  8. Return to your Naviance account and repeat the steps listed above

# College Application

## Essay Prompts

1. Some students have a background, identity, interest, or talent so meaningful they believe their application would be incomplete without it. If this sounds like you, please share your story.
2. The lessons we take from obstacles we encounter can be fundamental to later success. Recount a time when you faced a challenge, setback, or failure. How did it affect you, and what did you learn from the experience?
3. Reflect on a time when you questioned or challenged a belief or idea. What prompted your thinking? What was the outcome?
4. Reflect on something that someone has done for you that has made you happy or thankful in a surprising way. How has this gratitude affected or motivated you?
5. Discuss an accomplishment, event, or realization that sparked a period of personal growth and a new understanding of yourself or others.
6. Describe a topic, idea, or concept you find so engaging it makes you lose all track of time. Why does it captivate you? What or who do you turn to when you want to learn more?
7. Share an essay on any topic of your choice. It can be one you've already written, one that responds to a different prompt, or one of your own design.

# Transcript Request Forms

Copies are located in registrar

YELLOW: EARLY ACTION

PINK: EARLY DECISION

GREEN: REGULAR DECISION / ROLLING

BLUE: ON SITE ADMISSIONS

<b>College Application Deadline</b>	<b>Transcript Request Form Due to Registrar</b>
October 15 <sup>th</sup>	September 29 <sup>th</sup>
November 1 <sup>st</sup>	October 18 <sup>th</sup>
November 15 <sup>th</sup>	November 1 <sup>st</sup>
December 1 <sup>st</sup>	November 17 <sup>th</sup>
December 15 <sup>th</sup>	November 29 <sup>th</sup>
January 1 <sup>st</sup>	December 8 <sup>th</sup>
January 15 <sup>th</sup>	January 2 <sup>nd</sup>



