Solon High School

The College Application Process

Information for Seniors

SHS School Counseling Department

<table>
<thead>
<tr>
<th>Name</th>
<th>Initials</th>
<th>Phone</th>
<th>Email</th>
</tr>
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<tbody>
<tr>
<td>Mrs. Russell</td>
<td>A - C</td>
<td>349-6242</td>
<td><a href="mailto:cynthiarussell@solonboe.org">cynthiarussell@solonboe.org</a></td>
</tr>
<tr>
<td>Mr. Nowak</td>
<td>D - Ho</td>
<td>349-6243</td>
<td><a href="mailto:ricknowak@solonboe.org">ricknowak@solonboe.org</a></td>
</tr>
<tr>
<td>Mrs. Trocchio</td>
<td>Hp - Mc</td>
<td>349-7407</td>
<td><a href="mailto:antrocchio@solonboe.org">antrocchio@solonboe.org</a></td>
</tr>
<tr>
<td>Mrs. Kinney</td>
<td>Md - See</td>
<td>349-7307</td>
<td><a href="mailto:kathleenkinney@solonboe.org">kathleenkinney@solonboe.org</a></td>
</tr>
<tr>
<td>Mr. Sims</td>
<td>Sef - Z</td>
<td>349-6241</td>
<td><a href="mailto:bradsims@solonboe.org">bradsims@solonboe.org</a></td>
</tr>
<tr>
<td>Ms. Machado, Secy.</td>
<td></td>
<td>349-7304</td>
<td><a href="mailto:jennifermachado@solonboe.org">jennifermachado@solonboe.org</a></td>
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www.solonschools.org
SHS College/Career Planning “TO DO LIST” for SENIORS

1. Register/take the SAT and ACT if you would like to try to raise scores:
   - The Solon test site fills up quickly, so register early if you would prefer to test here.
   - If you intend to apply to highly-selective colleges, check the websites of the colleges you are considering to determine if they require/recommend SAT II Subject Tests.
   - **STUDENTS, SEND YOUR TEST SCORES** from the testing companies to the colleges to which you are applying. Use your ACT and/or SAT accounts online to complete this process. SHS does not send scores to colleges because most colleges require scores to be sent directly from test companies.

   **TEST DATES FOR 2017-2018 School Year**

<table>
<thead>
<tr>
<th>ACT: <a href="http://www.actstudent.org">www.actstudent.org</a></th>
<th>SAT I &amp; SAT II: <a href="http://www.collegeboard.org">www.collegeboard.org</a></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Test Date</strong></td>
<td><strong>Register By</strong></td>
</tr>
<tr>
<td>September 9*</td>
<td>August 4</td>
</tr>
<tr>
<td>October 28*</td>
<td>September 22</td>
</tr>
<tr>
<td>December 9**+</td>
<td>November 3</td>
</tr>
<tr>
<td>February 10*</td>
<td>January 12</td>
</tr>
<tr>
<td>April 14*</td>
<td>March 9</td>
</tr>
<tr>
<td>June 9**+</td>
<td>May 4</td>
</tr>
<tr>
<td>June 2**+</td>
<td>May 4</td>
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</tbody>
</table>

   *tests offered at SHS
   +No Special Testing at SHS
   Note: No SAT II Subject Tests offered in March

2. Submit required forms to SHS School Counseling Office or to Recommending Teachers:
   - TRANSCRIPT RELEASE FORM and STUDENT/PARENT QUESTIONNAIRES (from Junior Jump-Start Packet, also online). Be sure to have your resume up to date on Naviance as Counselors will be using it during the college application process.
   - Ask teacher(s) in person if they can write a recommendation letter, and give them the request form with your transcript and resume. If the teacher will write a letter for you, also submit an electronic request on Naviance to link the teacher to your account for uploads.
   *All forms are available online at www.solonschools.org/Page/2922

3. Apply to colleges or other post-secondary choices:
   - Counselors will meet with all seniors in September to review the college application process, and individually in September to provide specific guidance to each student for future planning.
   - If you have not yet determined the list of colleges to which you will apply, use the Naviance Smart Match college search.
   - Use Naviance to find information and register for college representative visits to SHS.
   - Visit college campuses. Go to the college websites to register for tours and info sessions.
   - Update/use your account on Naviance to keep track of your college application process.

4. Explore Financial Aid Resources:
   - Complete the FAFSA as soon as possible after October 1.
   - Parents/seniors may make an appointment online through the School Counseling website or contact College Now Greater Cleveland directly for free assistance with financial planning for college. Call the Counseling Office Secretary at (440) 349-7304 with questions or www.collegenowgc.org.
   - Apply for local scholarships. Information will be posted on our website and mailed to all seniors in February. Be sure to adhere to the deadlines for all scholarship applications.
   - Use the School Counseling webpage for more financial aid resources.
   - Call or make an appointment with the financial aid offices at the colleges you are considering.

5. Continue to strive for your academic best:
   - College admissions use a holistic review which considers GPA, rigor of curriculum, ACT/SAT scores, contributions to the community, and extracurricular activities.
   - Be sure to earn solid grades in the senior year and take a core course load. Colleges will request mid-year and final grades in the senior year which could change admission decisions.
Solon High School Seniors

Applying to College!

1. Complete each college application on the college website or www.commonapp.org.

2. Log on to your Naviance Account to request transcripts:
   a. Go to Colleges
   b. Complete colleges I’m applying to
   c. Click “REQUEST TRANSCRIPT” AND “HAVE YOU APPLIED?”

   (Also request mid-year transcript if needed by college when requesting initial transcript.)

3. Log on to your www.actstudent.org and/or www.collegeboard.org accounts to have your ACT and/or SAT scores sent the colleges to which you have applied.

REMEMBER:
- You MUST complete your college application on the college website or Common Application website BEFORE requesting submission of your transcript on Naviance.
- Click “REQUEST TRANSCRIPT” AND “HAVE YOU APPLIED?” on Naviance to communicate to your counselor that you have applied and you are ready to have your transcript sent to the college.
- You MUST complete the FERPA waiver on the colleges I’m applying to page and the Common App information that you’ve already created on commonapp.org before you can begin requesting transcripts.
- You MUST submit a signed Transcript Release Form to Guidance before submitting transcript requests.
- If you need to send documentation to the NCAA Eligibility Center, you MUST first register on the NCAA website and request transcript through that website. You will be asked to sign electronically.
- Always allow two weeks for processing of materials before a deadline.

DEADLINES 2017-2018: (Always allow two weeks for processing at SHS before a college/scholarship deadline!)

<table>
<thead>
<tr>
<th>College Application Deadline:</th>
<th>SHS Processing Request Deadline:</th>
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<tbody>
<tr>
<td>NOVEMBER 1</td>
<td>OCTOBER 18</td>
</tr>
<tr>
<td>DECEMBER 1</td>
<td>NOVEMBER 15</td>
</tr>
<tr>
<td>JANUARY 1 – MID-JANUARY</td>
<td>DECEMBER 6</td>
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</table>
SHS Senior Checklist - Applying to College

Date ________________________ Name ______________________________________________

— Forms submitted? ___ Transcript Release ___ Std/Par Questionnaires ___ Updated Resume on Naviance

— **STEP ONE: APPLY ONLINE ON COLLEGE WEBSITES.** Applying to the following colleges:

___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Intended Major:_________________________________________________ ________________

— **STEP TWO: SEND TEST SCORES TO COLLEGES VIA** [www.actstudent.org](http://www.actstudent.org) and/or [www.collegeboard.org](http://www.collegeboard.org)

SCORES:

___________________________________________________________________________________________

— **STEP THREE: REQUEST TRANSCRIPTS VIA NAVIANCE:** Use your Naviance account, “Colleges I’m Applying To”-

Click on: “REQUEST TRANSCRIPT” AND “HAVE YOU APPLIED?”

Username _______________________________ Password _______________________________

Parent code if not registered _________________________

— Letters of Recommendation if needed: Ask Teacher and provide them with a request form (Go to [www.solonschools.org/Page/2922](http://www.solonschools.org/Page/2922) for a copy), resume and transcript, then send electronic request through your Naviance account. Recommenders: ______________________________

— Essays Required? Sign up on the School Counseling homepage for an appointment with an Essay Advisor in the LMC.

— College Rep Visits to SHS: Sign up on Naviance, print confirmation, and get teacher signature for that period.

— College Campus Visits: 3 excused absences for college visits – have parent call attendance.

— Scholarships/Financial Aid: Parents/students can meet with our representative from College Now Greater Cleveland for hour-long appointment. Wednesdays 11-6pm starting in October. Schedule an appointment by clicking on the link on the SHS School Counseling homepage. Local scholarships opportunities mailed in February.

Notes:

___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Recommended timeline for submitting your application materials: Always allow TWO WEEKS for processing materials through the School Counseling Office before a college or scholarship deadline. We encourage students to submit all application materials by mid-November.

— **GOAL DATE(S) FOR SUBMITTING YOUR APPLICATIONS:**
1. Log on to your Naviance Account and go to **Colleges** tab, then **Colleges I’m Thinking About**

2. Check all the boxes of the college to which you will apply, and then click **Move to Application List**. Choose the Delivery type (Common App, Direct to Institution, etc.). Select the decision type from the drop down box.
3. As a senior, you will now use Colleges, then Colleges I'm Applying to. If using Common App, match your Naviance and Common App accounts in the blue box. YOU MUST HAVE COMMON APP ACCOUNT SET UP FIRST! Follow the steps in the blue box to create that account and complete the FERPA.

4. After you have applied to a college on their website or on the Common App website, use the pencil icon to get to the edit screen, and click the box I have submitted my application. Scroll down and click Update Applications at bottom of page.
5. Use the request transcripts tab to notify your counselor that you are ready to have your transcript sent to the college. YOU MUST APPLY, INDICATE APPLIED ON NAVIANCE, AND REQUEST TRANSCRIPT to notify/allow your counselor to send materials for you.

College Application Timeline for Seniors

The SHS Counseling Office requires that all processing requests be submitted to the office two weeks before the application deadline.

Please remember that the School Counseling Office is closed during Thanksgiving Break and Winter Break. We want to ensure that we have the appropriate time to spend on each request for processing, writing recommendation letters, and completing forms. Please check with your counselor if you have any questions.

DEADLINES 2017-2018: (Always allow two weeks for processing at SHS before a college/scholarship deadline!)

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REQUESTING TEACHER RECOMMENDATION LETTERS: FIRST ask teacher in person with Recommendation Letter Request Form, resume, and a copy of your transcript. THEN add the electronic teacher request on your "Colleges I’m Applying to" screen.

REGISTERING FOR COLLEGE REP VISITS AT SHS: Under the Colleges tab on the right, click view all upcoming college visits. Sign up for the visit, print out the registration page for your teacher to sign, and bring it to the visit.
1. Determine how many (if any) recommendation letters you need based on the colleges to which you are applying (MAXIMUM 2).
2. Talk with your teachers IN PERSON to ask if they would write a recommendation letter for you.
   a. Complete Recommendation Letter Request Form (print from the School Counseling Website)
   b. Give teachers a copy of the request form, your transcript, and resume.
3. AFTER you have confirmed that the teacher is able to write a letter for you, go on to your Naviance account and add teacher recommendation requests.
   a. Colleges
   b. Colleges I’m Applying To
   c. Under the blue FERPA box if you have not yet completed it, or above the blue box if you have completed the FERPA: use the pull down box to select the teacher who will recommend you.
4. Remember to write the teachers thank you notes after they have completed this information for you!

Notes:

- Many colleges do not require recommendation letters, and two is the most that are required. Please do not request more recommendation letters than are needed!
- We cannot add any recommenders from outside of SHS to Naviance. If you are requesting a recommendation from another school, a neighbor, employer, coach, etc., be sure to provide them with an addressed, stamped envelope so they can mail the recommendation directly to the college. Include any paper forms that they may need to complete from the college website.
- Students MUST request the teacher electronically via Naviance for the teacher to have access to upload his/her letter and complete forms. Remember to talk with the teacher first!
- SHS does not release recommendation letters to students.


The student must speak with the teacher and provide this form, transcript, and resume BEFORE sending an electronic request via Naviance. Teachers will upload all recommendation letters to Naviance. Recommendation letters will not be released to students.

**SHS School Counseling Office**

**Request for Recommendation Letter**

Student _______________________________  Date of Request _____________

Letter requested from: ____________________________________________

Letter needed by this date: ______________

Other letter if needed will be requested from: _______________________________

DO NOT request more than two letters from SHS faculty.

Student is applying to these colleges:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

**STUDENTS: IMPORTANT GUIDELINES**

- Please be aware that many colleges DO NOT require recommendation letters such as OU, Kent, BGSU, Akron and Toledo. **Do not request a letter if your colleges do not ask for a letter.** DO NOT request more than two letters from SHS faculty. (A third may be written by your counselor upon college request.)
- Give the recommender a copy of your resume and transcript along with this form.
- Go to your account on Naviance “colleges I’m applying to” and request this teacher as a recommender.

**TEACHERS: IMPORTANT GUIDELINES**

- Be sure the student has submitted to you his/her resume and transcript with this form.
- Address all letters to “To Whom It May Concern.”
- Use SHS letterhead for recommendation letters.
- Upload your recommendation letter to Naviance.

DO NOT release any recommendation letters to students in the fall. If needed for scholarships, you may choose (or not) to provide the student the letter in second semester. The counselors WILL NOT release any teacher letters to students AT ANY TIME.
Senior App Start - College Admissions Quiz

Name: _______________________________ Date: __________________

1. Starting my senior year at SHS, which of the following should I have submitted to the SHS Guidance Office to begin my college application process?
   a. Transcript Release Form
   b. College Essays
   c. Student and Parent Questionnaires
   d. Resume
   e. Test scores

Last winter during Junior Jump-Start, students were given the Transcript Release Form and Questionnaires. Students made their resumes in English 11 classes in the spring. If you have not yet completed these items and submitted them to your counselor, please do so as soon as possible. You can print out the forms at www.solonschools.org/guidance. College essays are part of the actual college application, and are not submitted to counselors. Students should check the college website for the application and essay prompts (if any) for each school to which they will be applying. Remember to sign up for a date and time to review your essays with our essay advisors in the LMC. Answer: a, c, & d.

2. Which two steps should you complete after submitting your college application through the college website or common application website?
   a. Have your ACT/SAT scores sent to the college through www.actstudent.org and www.collegeboard.org.
   b. Log on to www.naviance.com and request your SHS transcript be sent to the college.
   c. Ask your guidance counselor to mail your transcript to the college.
   d. Nothing more, you are done.

There are three major steps: complete your application online, have your test scores sent, and request your transcript through Naviance. Applications may require essays and teacher recommendation letters, so read the directions carefully on each college admission website. Directions for using Naviance to request transcripts are posted on www.solonschools.org/guidance under Downloadable Handouts if you need help. Unsure of your Naviance username and password? Simply email your counselor, and he or she will email you back with your login information. Answer: a & b.

3. How does a senior request a teacher recommendation letter?
   a. Ask the teacher via email then request on Naviance
   b. Ask the teacher through Naviance
   c. Ask the teacher in person then request on Naviance
   d. Ask the teacher by leaving a note in his/her teacher mailbox

You must talk with the teacher in person first and give the teacher a completed “Recommendation Letter Request Form” (available on www.solonschools.org/guidance), a copy of your transcript and a copy of your resume. If the teacher is able to write the letter for you, then you MUST go on your Naviance account and invite the teacher electronically under “Colleges I’m Applying To.” The teacher cannot upload your letter to Naviance until you have requested him or her via Naviance. Counselors will not send out your transcript information until teacher letters have been uploaded. Answer: c.
4. **When should SHS seniors complete their college applications?** (More than one answer!)
   a. Well before the college deadlines, many of which are January 1st or February 1st.
   b. Two weeks ahead of college deadlines to allow time for Guidance to process all requests for transcripts and recommendation letters.
   c. After all ACT and SAT test scores are reported to colleges.
   d. By October 19th for Nov 1 deadlines, by November 12th for Dec 1 deadlines, and December 7th for early January deadlines.
   e. Only after visiting the college.

SHS counselors encourage students to submit all application materials by mid-November. Please submit your application through the college or Common Application websites BEFORE you request transcripts through Naviance. Test scores may be sent through the test companies to the colleges at any time during this process. **DO NOT WAIT** until all ACT/SAT testing is done to submit your college applications. The colleges will send your file to admission review once they have received: 1. the complete application (including essays and recommendation letters if required), 2. the transcript, 3. the test scores. Answer: a, b, & d.

5. **How should I let my counselor know when to send my transcripts and letters of recommendation to a college?**
   a. Change my status to “I have submitted my application” for that college on Naviance.
   b. Check the box next to the college, and then click on “request transcript” on Naviance.
   c. Send my counselor an email through Naviance to request documents.
   d. Go to the office and see my counselor in person to let him/her know to send transcripts.

After submitting your college application online through the college or Common Application website, you must log on to your Naviance account to indicate you have submitted your application and request the transcript. Go to “colleges I’m applying to,” change the status of that application from “have you applied?” to “I have submitted my application,” AND then click on “request transcript.” Counselors cannot submit transcripts until you have indicated on Naviance that you have submitted your application and requested the transcript. Additionally, counselors must wait until teacher letters and forms are complete (if needed) and uploaded to send all the documents to your college. Answer: a & b.

6. **Should I submit my college applications even though I will be taking the ACT or SAT again this fall?**
   a. Yes
   b. No

Students have three main components in the college application process: 1. Apply online via the college website or Common Application website. 2. Have scores sent to the college via ACT/College Board. 3. Request to have the transcript and counselor/teacher letters (if needed) sent through Naviance. Once the college has received all three pieces they will send your file to review. As they receive additional scores, they will add them to your file and review again if needed. We recommend that seniors submit college application materials by mid-November; even if more test scores will be coming in. Remember to allow two weeks for processing when requesting transcripts and recommendation letters. Answer: YES!
7. What should I do at SHS when I am notified of the admission decisions: accepted, denied, or wait-listed?
   a. Ask your counselor to send in your college housing deposit.
   b. Indicate on Naviance the admission decision for each college to which you have applied.
   c. Brag in the Senior Commons that you are all done applying to colleges.
   d. Wait until June 1st to make your final decision about where to attend college.

Some colleges notify applicants throughout the year (rolling admissions), while others wait until later in the year to provide admission decisions. As you are notified of your admission decisions, please log on to your Naviance account and indicate those decisions on your college list. Just go to your college list and click on the pencil icon to edit the result for each college application. SHS uses this information (without names) to gather data about admission decisions compared to GPA and test scores as information for future SHS students applying to these colleges. Answer: b, but you can do c too.

May 1st is the nationally recognized date for students to make their final decision on which college to attend. Once you have made your decision you can submit your housing deposit to the college you will be attending. As a courtesy you should contact other colleges on your list to let them know you will not be attending. Remember to thank the teachers who wrote recommendation letters for you and to let them know where you will be attending college.

8. How should I send my resume to the colleges to which I’m applying?
   a. Give it to your counselor to send.
   b. Send it to the colleges through Naviance.
   c. Mail or email it to the colleges.
   d. Upload it to the college application.

Although counselors would like to have a copy of your resume for reference, they do not send it with your transcript via Naviance since it is a separate document. It is the student’s responsibility to send the resume to the colleges if you choose. If you are using the Common Application, you can upload your resume under “Additional Information.” Be sure to also complete the activities section of that application. For colleges that do not use the Common Application, upload the resume to their online application if possible, or mail/email it to their admissions offices. You can find the admissions mailing address or admissions email address on the college admission websites. Although the resume is usually not a required piece of the application process, college representatives tell us that they welcome that additional information and it can enhance a student’s admission profile. ANSWER: c and/or d.

9. What is Senior Signing Day?
   a. The day that senior athletes sign their intent to attend a certain college.
   b. The day all seniors sign their diplomas to verify they have met graduation requirements.
   c. Orientation day on your college campus.
   d. A photo opp at SHS for you to sign a certificate indicating your post high school plans.

SHS Senior Signing Day is a day of celebration to recognize our seniors’ college decisions or other post high school plans. This year, Senior Signing Day will be held on April 25th during periods 1-6 in the Senior Commons. Seniors wear their college gear that day and can have their picture taken while “signing” a certificate of intent for their college (or other post high school plans like military, gap-year, work, etc.). We will print the certificates and post them in the Senior Commons. Students can take them home after Senior Awards Night in May. Senior year will fly by, so use your time wisely, make good decisions, and enjoy every minute! Answer: d.
Visit the School Counseling website at: https://www.solonschools.org/Page/2912 in order to set up a free appointment with College Now in the SHS School Counseling Office to discuss grants, scholarships, loans, work-study, and general financial aid planning for your student for college.

**College Now Greater Cleveland**
Tower City Center, Level Three
50 Public Square, Suite 1800
Cleveland, OH 44113
www.collegenowgc.org
info@collegenowgc.org

**Financial Aid Tips:**

- Check the updated listing of local scholarship opportunities for seniors which is posted each February on www.solonschools.org/Page/2912.
- Review the financial aid section of the School Counseling website under “website resources” for national scholarships and other financial aid websites.
- Contact the colleges’ financial aid offices for more information regarding financial aid options at the specific colleges on your list.