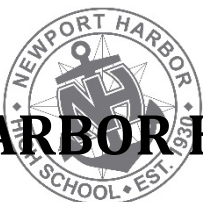




## SENIOR COLLEGE CHECKLIST

- ☐ Add schools to “Colleges I’m applying to” in your Naviance Student account
  - \* This is not how you actually apply
- ☐ What types of colleges are you applying to?
- ☐ Determine how to apply:
  - Common Application – Deadline varies
  - UC Application – Deadline is 11/30
  - Cal State University – Deadline is 11/30
  - All other schools – Deadlines vary
- ☐ Organize application dates and requirements
- ☐ Ask in-person for teacher/counselor to write your letter of recommendation
- ☐ Provide teacher/counselor with completed packet (See directions below)
  - You must have ALL of your schools added to the “Colleges I’m applying to” list PRIOR to asking teachers/counselors to write for you.
  - Attached FERPA waiver must be signed and placed in the teacher/counselor packets
    - \* It is very important that you give recommenders at least 3 weeks advanced notice
- ☐ Print Naviance transcript receipt and pay through the ASB Office
  - Receipt must be placed in the completed Counselor packet
- ☐ Order SAT/ACT score reports to be sent to the colleges you are applying to
  - NHHS does not send these out for you
  - Visit [collegeboard.org](http://collegeboard.org) and [actstudent.org](http://actstudent.org)
- ☐ Monitor deadlines for applications, financial aid and scholarships
  - CalGrant, FAFSA, and CSS Profile
  - Scholarships



# NEWPORT HARBOR HIGH SCHOOL

## COLLEGE APPLICATION GUIDELINES

*Please follow the instructions closely and meet ALL deadlines*

### **Deadlines to submit all materials:**

**September 14:** Early Decision, Early Action, or Restrictive Early Action

**October 26:** Regular Decision Applications with a deadline of Dec. 1 – Jan. 15

**December 7:** Regular Decision and Rolling Admission Applications with deadlines after Jan. 15

### **STUDENT Responsibilities:**

YOU are the most crucial role in this entire process. Please take ownership of the college application process. It is important you stay organized. You will be responsible for the following tasks:

1. Submitting your application to the college or university before the due date. In most cases this will be done electronically.
2. Submitting requests for School Reports, Counselor and Teacher Recommendation Letters and FERPA waiver by following the instructions.
3. Requesting official test scores to be sent to your college or university directly from the College Board (SAT Reasoning and SAT Subject Tests) and/or the ACT.

\* **Newport Harbor will not send official test scores on your behalf.**

4. Following up with each college or university you apply to making sure that all required application materials have been received. (Keep in mind that it can take 2-3 weeks for colleges to update your file once they have received your documents.)
5. For Midyear Reports, please follow the same directions as for initial applications. This will include ordering official transcripts and giving the receipt to your counselor and for the schools that do not accept electronic submissions, a paper copy of the Midyear Report.
6. Input your college admission results into Naviance.

# Let's Get Started!

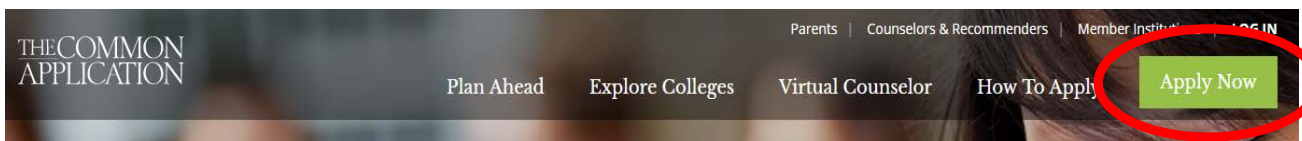
## The Student Guide to Submitting College Documents

Students who are sending their applications to colleges electronically will also be able to have their transcripts and letters of recommendation submitted online through a program in Naviance called eDocs. In order to submit these documents successfully, students must complete the following steps:

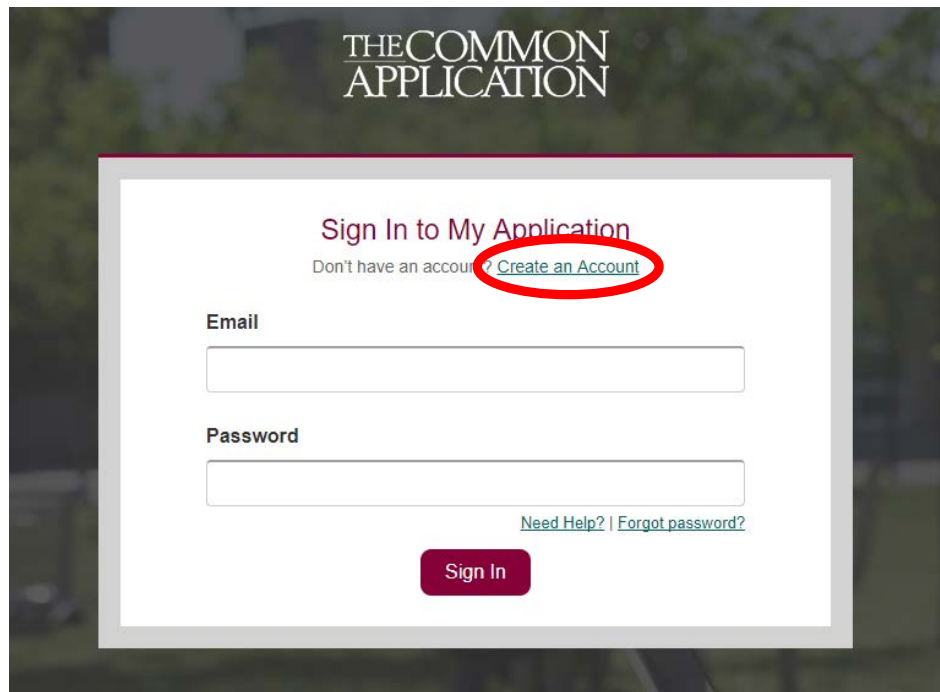
### **STEP 1 - (IF IT IS A COMMON APP SCHOOL)-** Create an account on Common Application:

1. Go to the website: <http://www.commonapp.org>
2. Click "Apply Now"
3. Select "Create an Account"
4. Fill in the requested information and hit "Continue"
5. Make sure to write down your Common Application User Name and Password

1



2



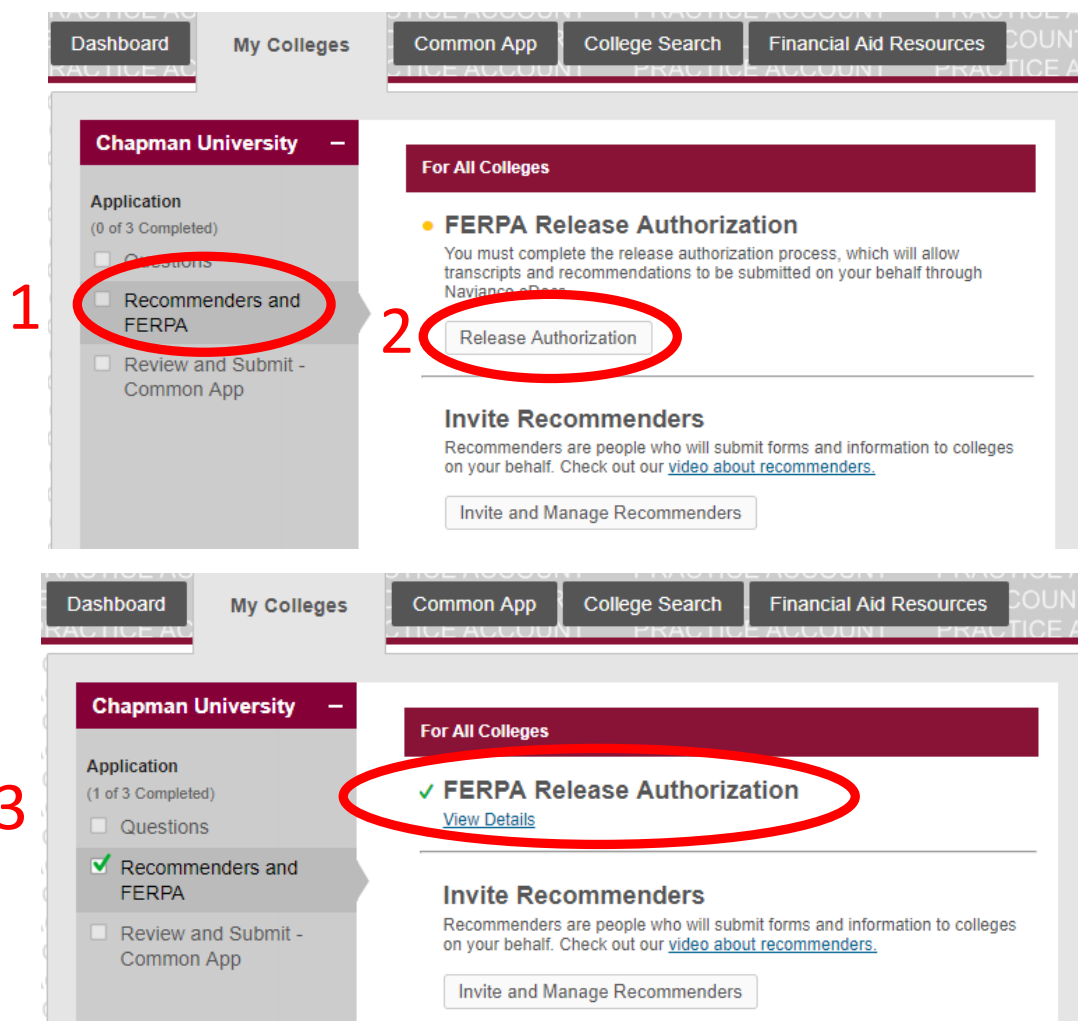
## **STEP 2:** Add schools to your “My Colleges” list in Common Application.

\*If you cannot find the school, chances are it is NOT a Common Application school.

1. Under “College Search” type the name of the school you wish to add to the list.
2. When you have found the name of the school you are interested in, check the box and click the “Add” button.
3. You will then be prompted to select either “Search Again” to look up more colleges or you can select “My Colleges” to move on to the application portion.

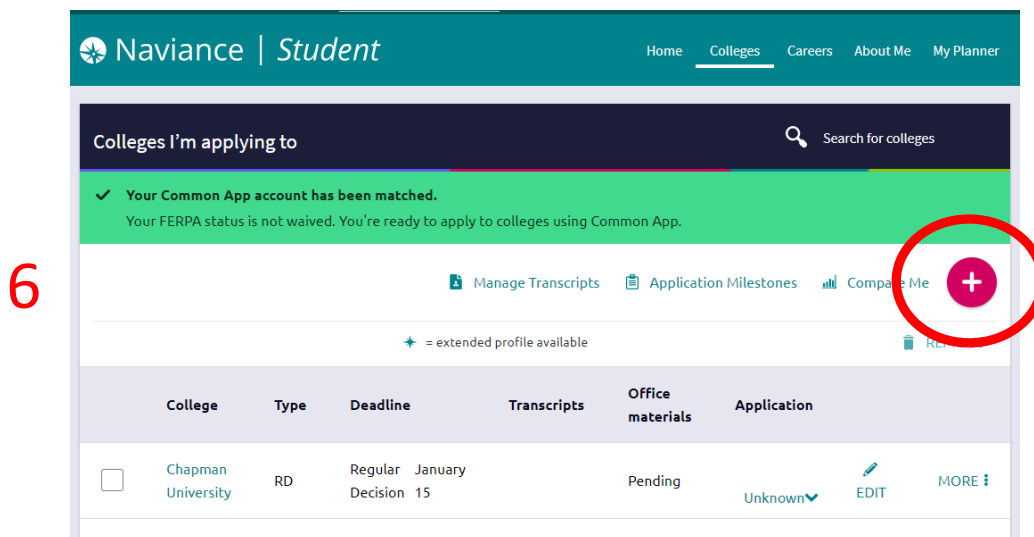
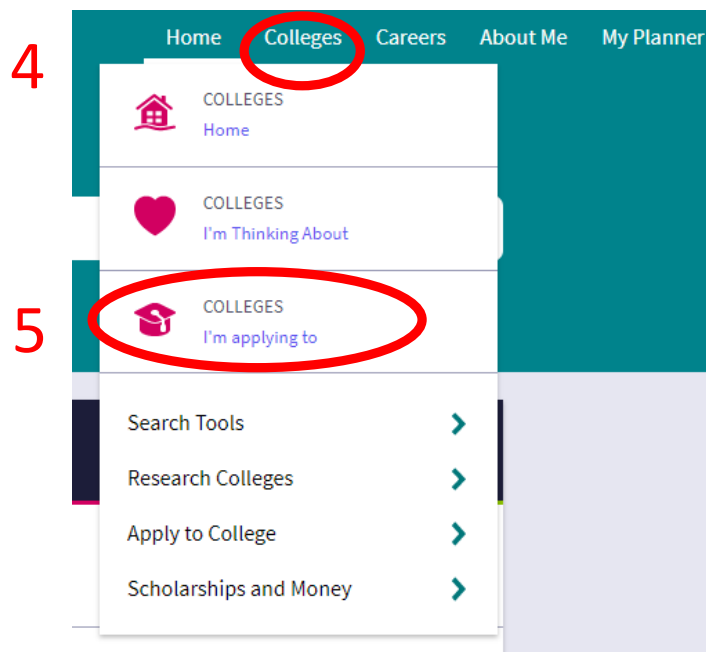
## **STEP 3:** Assign Recommenders and Complete FERPA Release Authorization

1. Under the “My Colleges” tab, select Recommenders and FERPA.
2. Click on “Release Authorization”, read all options, check the appropriate boxes, and press “Save”.
3. If you have successfully completed the FERPA Release Agreement, a green check will appear.



## **STEP 4:** Adding colleges to the “Colleges I’m Applying to” tab in Naviance

1. Go to the following website: <https://student.naviance.com/newporthhs>
2. Enter your username and password (Username is your NHHS Student ID, Password is your computer login password for network use).
3. Click “Log In”.
4. Select the “Colleges” tab at the top of the home page on the right hand side.
5. Click the link “Colleges I’m applying to”.
6. On the “Colleges I’m applying to” page, click the large red “Add” button. Type in the name of the college you wish to apply to and fill out the drop box options. Then click “Add Application”.
7. Add ALL of the colleges that you will be applying to on this list.



# How to Tell Whether a College Can Receive Documents Electronically

1. Go to the “Colleges I’m applying to” page after you have added colleges to your list.
2. Under “Application” there is a drop down box. Click the arrow and a screen will pop up. Next to submission, you will see an icon.
3. Below are the different types and what they mean.

Naviance | Student

Home Colleges Careers About Me My Planner

Colleges I'm applying to

✓ Your Common App account has been matched.  
Your FERPA status is not waived. You're ready to apply to colleges using Common App.

Manage Transcripts Application Milestones Compare Me

\* = extended profile available REMOVE

College	Type	Deadline	Transcripts	Office materials	Application
<input type="checkbox"/> Chapman University	RD	Regular Decision 15		Pending	Unknown




Application: Have You Applied?

How are you applying? Common App Only

Submission: CA

Common App  
Common App school that accepts documents electronically

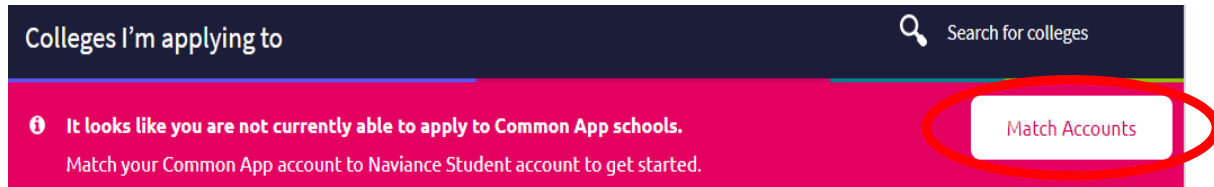
Results: Unknown

- 3
-  → If either of these icons appear next to the Application Submission, that means the Counseling Office will be able to submit transcripts and letters of recommendation electronically, provided the student is applying online using Common Application (if the school is a Common App member) or the college is a non-Common Application member but is set up to receive documents electronically through Naviance.
-  →
-  → If the submission icon looks like this, that means the college is NOT ABLE to receive documents electronically through Naviance. Students must provide addressed and stamped envelopes for these schools to their counselor and teachers.

## **STEP 5:** Matching Common App and Naviance Accounts

1. Under “Colleges I’m applying to”, you will see a notice stating you are not matched up to your Common App Account. Click on “Match Accounts”.
2. Enter in the email address you use for Common Application and your date of birth. This information must be exact.
3. If successful, you will see a green notification stating “Your Common App account has been matched”

1



### Match Your Accounts

Tell us the email address you are using for Common App and your date of birth.

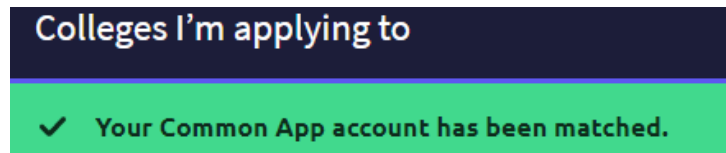
2

Common App Email Address

Date of Birth

Match Accounts

3



## **STEP 6:** Requesting Teachers to Write Letters of Recommendation via Naviance

1. Under the “Colleges” Home page, you will see a “Letters of Recommendation” link under the “Apply to Colleges” section.
2. Click on “Add Request” and follow the prompts. Once completed, click on “Submit Request”

Recommendation For ^	Deadline ^	Recommender(s)	Status ⓘ	Cancel Request
----------------------	------------	----------------	----------	----------------



Your recommendation requests will show up here.

2

Add Request

## **STEP 7:** Request Transcripts via Naviance

\*Unless specifically requested, UC and Cal State schools do not require an Initial or Mid-Year Transcript. Continue to check your application status with each college you've applied to in order to ensure all of your documents have been received.

### **INITIAL TRANSCRIPT:**

1. Under the "Colleges I'm applying to" page, select "Request Transcripts".
2. Check the "Initial" box for the type of transcript you are requesting and select all of the schools that you are sending the transcripts to. Then click "Request and Finish".
3. Once you have requested your transcripts, it will take you back to the "Colleges I'm applying to" page. Click on the "Manage Transcripts" page. Here you will print out the Transcript Request and Fees page from Naviance and bring the paper to the ASB office to pay.

- a. Place the printed Naviance Transcript Receipt page and the paid receipt from the ASB store in the packet for your counselor.

The screenshot shows the Naviance interface for requesting transcripts. A red circle labeled '3' highlights the 'Manage Transcripts' link in the top navigation bar. A red circle labeled '1' highlights the '+ REQUEST TRANSCRIPTS' button. A red number '2' is placed to the left of the 'Initial' checkbox under the heading 'What type of transcript are you requesting?'. The form shows 'Initial' selected and 'Final' unselected. Under 'Where are you sending the transcript/s?', 'Chapman University' is selected in a dropdown menu. A 'Request and Finish' button is at the bottom.

### **MID-YEAR TRANSCRIPTS:**

1. If you paid for the initial transcript, you DO NOT need to pay for the mid-year.
2. Notify your counselor of which colleges require a mid-year transcript. If you have made any changes to your initial college list in the Fall, notify your counselor as soon as possible.

### **FINAL TRANSCRIPT:**

1. Under the "Colleges I'm applying to" page, select "Request Transcripts".
2. Check the "Final" box for the type of transcript you are requesting and only select the school you are planning to enroll in for Fall 2018.
  - a. Print the Naviance Transcript Request page and bring it to the ASB office to pay.
  - b. Then bring the Transcript Receipt page from Naviance and the ASB receipt to your counselor.





## **Federal Education Rights and Privacy Act (FERPA)**

IMPORTANT PRIVACY NOTE: By signing this form, I authorize all schools I have attended to release all requested records covered under the Federal Education Rights and Privacy Act (FERPA) so that my application may be reviewed by the institution(s) to which I am applying. I further authorize the admissions officers reviewing my application, including seasonal staff employed for the sole purpose of evaluating applications, to contact officials at my current and former schools should they have questions about the school forms submitted on my behalf.

- ☐ Yes, I do waive my right to access, and I understand I will never see this form or any other recommendations submitted by me or on my behalf.
  
- ☐ No, I do not waive my rights to access, and I may someday choose to see this form or any other recommendations or supporting documents submitted by me or on my behalf to the institution at which I'm enrolling, if that institution saves them after I matriculate.

Required Signature \_\_\_\_\_

Date \_\_\_\_\_

\*\*\*This must be printed, signed, and included in your Counselor and Teach Letter of Recommendation packets\*\*\*



# NEWPORT HARBOR HIGH SCHOOL

## REQUEST FOR LETTER OF RECOMMENDATION FOR COUNSELOR

### IMPORTANT DUE DATES:

SEPTEMBER 14: FOR EARLY DECISION, EARLY ACTION, OR RESTRICTIVE EARLY ACTION  
OCTOBER 26: FOR REGULAR DECISION & ROLLING ADMISSION WITH DEADLINE DEC. 1 – JAN. 15  
DECEMBER 7: FOR REGULAR DECISION & ROLLING ADMISSION WITH DEADLINE AFTER JAN. 15

\*Fill in your information and attach this cover sheet to a 9" x 12" envelope

\*The envelope should include your Sailor Pride Survey, Parent Survey, FERPA Waiver, a printout of your Naviance Transcript Request page, and your ASB receipt for transcripts.

Student's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Counselor: \_\_\_\_\_ Student Cell #: \_\_\_\_\_

Name of College/University or Scholarship	Deadline	ED/EA/ REA/RD	Common App?	Electronic (E) or Mail (M)
<b>EXAMPLE: Loyola Marymount University</b>	<b>November 1, 2017</b>	<b>EA</b>	<b>Yes</b>	<b>E</b>

**ED:** Early Decision (There should only be ONE school marked ED)

**EA:** Early Action

**REA:** Restrictive Early Action (There should only be ONE school marked REA and no other EA should be marked)

**RD:** Regular Decision



# NEWPORT HARBOR HIGH SCHOOL

## REQUEST FOR LETTER OF RECOMMENDATION FOR TEACHER

### IMPORTANT DUE DATES:

SEPTEMBER 14: FOR EARLY DECISION, EARLY ACTION, OR RESTRICTIVE EARLY ACTION  
OCTOBER 26: FOR REGULAR DECISION & ROLLING ADMISSION WITH DEADLINE DEC. 1 – JAN. 15  
DECEMBER 7: FOR REGULAR DECISION & ROLLING ADMISSION WITH DEADLINE AFTER JAN. 15

\*Fill in your information and attach this cover sheet to a 9" x 12" envelope

\*The envelope should include your Sailor Pride Survey, Parent Survey, FERPA Waiver, a printout of your Naviance Transcript Request page, and your ASB receipt for transcripts.

Student's Name: \_\_\_\_\_

Email: \_\_\_\_\_

Counselor: \_\_\_\_\_

Student Cell #: \_\_\_\_\_

Name of College/University or Scholarship	Deadline	ED/EA/ REA/RD	Common App?	Electronic (E) or Mail (M)
<b>EXAMPLE: Loyola Marymount University</b>	<b>November 1, 2017</b>	<b>EA</b>	<b>Yes</b>	<b>E</b>

**ED:** Early Decision (There should only be ONE school marked ED)

**EA:** Early Action

**REA:** Restrictive Early Action (There should only be ONE school marked REA and no other EA should be marked)

**RD:** Regular Decision

The seal of Newport Harbor High School is circular. It features a central anchor with a sailboat's mast and sails behind it. The text "NEWPORT HARBOR" is at the top, "HIGH SCHOOL" is at the bottom, and "EST. 1931" is on the right side.

## Newport Harbor High School Sailor Pride Survey

**STUDENT NAME:** \_\_\_\_\_

The information you provide in this survey will be used by your counselor and/or teachers to prepare materials to submit to colleges in support of your application.

**Distinctive Qualities:**

1. What sets you apart from other students? Include academic and personal qualities.
2. How have you grown academically and socially since freshman year? Give examples.
3. Any unusual circumstances or challenges in your life and what have you learned from them?

**Academic History:**

1. Discuss your most interesting or rigorous course at NHHS. Why did you choose this course? Describe the highlights of taking the class.

2. Anything you would like to explain about your grades/transcript?

3. List Standardized test scores:

SAT Reasoning:                      Math: \_\_\_\_\_                      Reading: \_\_\_\_\_

SAT Subject:                      Subject: \_\_\_\_\_                      Score: \_\_\_\_\_

Subject: \_\_\_\_\_                      Score: \_\_\_\_\_

Subject: \_\_\_\_\_                      Score: \_\_\_\_\_

ACT: \_\_\_\_\_

**Activities and Interests:**

1. What activities/clubs/employment/hobbies have you participated in? Excelled in?

- 
2. Please list and describe leadership roles and/or awards you have received.

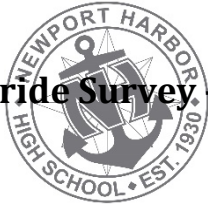
**Self-Reflection:**

1. Describe yourself to your future college roommate.
2. What is your most memorable high school experience?

3. On a scale of 1-5, please rate yourself on the self-evaluation form below. Check the box that most accurately describes you, 1 being the least applicable and 5 being strongly applicable. Carefully read the traits and rate yourself honestly.

<b>Traits</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Hard working					
Shy					
Competitive					
Like to be alone					
Assertive					
Generous					
Willing to help					
Tolerant					
Good listener					
Good speaker					
Sensitive					
Organized					
Artistic					
Strong willed					
Modest					
Goal Oriented					
Easy going					
Optimistic					
Fun loving					
Sociable/Outgoing					
Determined					
Philosophical					
Perfectionist					
Creative					
Like to lead					
Concern for others					
Friendly					
Enjoy learning					
Other:					
Other:					

## Sailor Pride Survey – Parent



One of our responsibilities in the NHHS Counseling Office is to write letters of recommendation for our seniors. At this time, we are requesting that you take some time to provide details to us so that we can write the most interesting and meaningful letter possible for your son or daughter. Please answer the questions below as completely as possible, keeping in mind that the most interesting and successful letters are the ones that go into detail. Tell us about your child's commitment, interests and individuality. Thank you for your assistance!

**Student's Name:** \_\_\_\_\_

**Your Name and relationship to student:** \_\_\_\_\_

1) Three adjectives that best describe your child:

2) If you have any information about your child's history thus far which you feel might be helpful for us to know (social, medical, cultural, academic development, etc.) please explain. Has he or she faced any unusual challenges through the years at home or at school? How has your child handled setbacks?



3) If your child has accomplishments, activities or hobbies which deserve special attention in our recommendation, please describe in detail. These do NOT have to be related to school activities.

4) Please brag for us so we can do the same. What makes you the proudest of him or her? Any anecdotes?

5) Describe a challenge, obstacle, failure or problem that your child has experienced and how he/she met, overcame or otherwise dealt with it.

6) Describe a typical day for your child.

7) What does your child enjoy learning about? Have certain subjects or teachers been common topics at the dinner table? Does he/she enjoy learning for its own sake?

8) What kind of school would be best for your child? What kind of college would make a good match? Reasons?