

## BHS College Application Instructions & Procedures

### Your Guidance Counselor Needs

#### 1. A completed Self Description Form

In order for your counselor to have the most up to date information for your plans after high school graduation, you will be asked to complete this document. Please answer questions thoroughly. It will benefit you and your counselor if you take your time reflecting on your responses. This document is available on your Naviance account: Click on About Me, then My Surveys, then Surveys Not Started.

**NOTE: A Parent Brag Sheet must also be submitted.** This is a write-up your parents submit to your counselor to share their thoughts about you. This document is available at <http://bhs.brookline.k12.ma.us/guidance>, click on Student Documents on the right hand menu.

#### 2. An appointment to be scheduled

Take the initiative and schedule an appointment with your counselor to discuss your plans and ask questions. Your counselor knows you and can help you create a plan for your future.

- **Applying to *early or rolling deadlines* = schedule meetings in *Sept-Oct***
- **Applying to *regular deadlines (Jan-March)* = schedule after *November 1<sup>st</sup>***

**3. A completed Transcript Request Form submitted to your counselor** When you are ready to apply to college pick up a form. You can get it from your counselor, College & Career Center (room 280) and the Main Guidance Office (room 285). There is a charge of \$1 per college. If you add more schools, simply complete another Transcript Request Form and submit \$1 per school. This document is available at <http://bhs.brookline.k12.ma.us/guidance>, click on Student Documents on the right hand menu. On the form, be sure that each college has an application deadline (see college's website).

Submit this form to the **your counselor 4 weeks before your earliest or first college application deadline.**

#### 4. Deadlines to Submit Transcript Requests to the Main Office

Please follow this timeline when requesting your transcript or asking a teacher for a recommendation:

##### College deadline

October 15

November 1

November 15

December 1

December 15

January 1

##### BHS Deadline

Friday, September 20

Monday, October 7

Monday, October 21

Monday, November 4

Friday, November 15

Tuesday, November 26

Colleges seek current information from your teachers (junior year preferred) to assess your development as a student and academic ability. **Two (2)** academic recommendations are suggested for each college where you intend to apply.

## Your Teacher Needs

### 1. A conversation with you

You should speak with your teacher in person to request a recommendation. Teachers need **4 weeks prior to your first college deadline** to write. Speak with your counselor or Mr. Libenzon, the College Counselor, if you have questions on whom, how and when to ask.

2. At BHS, teachers have to add you to their roster on Naviance. You cannot request teacher recommendations via Naviance.

3. **An update when you add colleges to your list.** If you add new colleges to your list, you **MUST** let your teacher know so that their recommendation is sent by the college application deadline.

*Please consider the extra work writing a recommendation entails for your teacher. A thank you note is a thoughtful acknowledgement of their support and assistance to you. Teachers want to share in this process with you so share your progress with them and what your college attending decision is.*

## Naviance & Applying to College Instructions

Naviance is a web-based tool that Brookline uses to send your transcript, our school profile as well as counselor and teacher recommendations to colleges.

**First... Naviance is *not* your college application.** You will apply by other means. Think of Naviance as the tool that gets all your academic information and recommendations from high school to colleges.

1. Login to your Naviance account. Forgot your login? See or email your counselor or Mr. Libenzon in the College Center to reset your account.

Be sure that your **email** is accurate. Need to make a change? Click *edit* at the top.

2. Check that the grade point average in Naviance matches your GPA on your transcript, which you will receive during your Senior Guidance Seminar in September. Let your counselor know if they are different! <**About Me**> tab <**My Account**> link to find your GPA

3. Under the <**Colleges**> tab, **add** the names of the **colleges** you are thinking of applying to by clicking the link, <**Colleges I'm Thinking About**>. Click on the graph button to see where you fall among prior BHS applicants to this school (Reach, Likely, Match). Make sure you have several colleges in each category.

Some colleges do not accept electronic recommendations. Check your list on Naviance if there is an **icon with a stamp**, your teachers will need to mail your recommendations. This is a simple process. Just give your teacher(s) an envelope with a stamp addressed to the college **at least 3 weeks** before the college deadline and a note with the college specific deadlines.

4. **Common Application:** Many colleges that are on your list will accept the Common Application. This application is used to simplify the transmission of applications to colleges and will reduce the amount of time it takes for you to fill out basic information typically found on all college applications.

You must complete the following steps:

1. You will need to [create a Common App account](#).

2. Once you have created your Common Application account. Be sure to **save the username and password information in a reliable, safe place**. It is not possible to establish a second Common App account if you do not know your login information.
2. Complete the Education Section of the Common App.
3. Add any college to the common app, go to My Colleges, click on RECOMMENDERS and FERPA, and complete the FERPA Agreement.

You will also need to sign the Family Educational Rights & Privacy Act Authorization Release form or **FERPA** on your Common App. In addition, you will be asked to waive your right to inspect any admissions related documents such as recommendations once enrolled at a college. If a release is NOT waived, colleges may choose not to read your recommendations because of fear that a recommender may not be as candid if they know that the student may review their writing. For more information, <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

## **5. YOU MUST MATCH YOUR NAVIANCE ACCOUNT WITH YOUR COMMON APP ACCOUNT**

After creating your Common App account, go back to your Naviance Student account and click on the tab, **<Colleges>** and **<Colleges I am Applying To>**. At the top above the colleges that you have listed, there will be a reddish color banner with a button on the right that says "**Match Accounts**". Click that box and enter the same email address you use for Common App and your date of birth. Click **<Match Accounts>** at the bottom left hand corner.

**This is an essential step and if not completed, will delay the submission of required documents.**

## **6. The Common Application will require Brookline specific information. Here is the information you will need:**

1. Date of Entry: **Enter the Month and Year you entered Brookline HS**
2. Graduation Date: **Enter the date of graduation in June**
3. Counselor Name; Job Title: **School Counselor; Counselor's email & phone**
4. Graduating Class Size: **ask your counselor or Mr. Libenzon**
5. Class Rank Reporting: **None**
6. Cumulative GPA: **Unweighted GPA on your transcript and Naviance**
7. GPA Scale: **4.0**
8. GPA Weighting: **unweighted**

**7. The Coalition Application:** Like the Common App, the Coalition App will allow you to complete basic information and submit to all member colleges where you are applying. Check the [Coalition Application](http://www.coalitionforcollegeaccess.org) (www.coalitionforcollegeaccess.org) site for member colleges and more information.

Applying via either platform does not give you an advantage in the application process. BHS Guidance department recommends that you use the Common Application. However, there are several schools that accept Coalition App only (at the moment, University of Maryland, University of Washington and Virginia Tech).

Important: BHS will submit all documents to Coalition Schools through Naviance. You do not need to connect with your counselor or teachers via Coalition. It is important that you check off the acknowledgement box as highlighted in the screenshot below.

## Documents

[View Application Status](#)

Attach Your Official Documents



In order for my application to be complete, it is my responsibility to ensure all required documents are received by University of Maryland, whether through MyCoalition or separately, (such as by mail). [More information](#)

I have read and agree to the above

This field is required

**8. College Specific Applications:** A small number of colleges have their own applications and essay prompts. These are typically accessible through their website.

### Testing

**You** are responsible for sending official test scores whether it is the SAT (Collegeboard.com), ACT (actstudent.org) or both. Brookline does not include test scores on our transcript and scores **are not** forwarded via Naviance. If you are not sure which scores to send, please see your counselor or Mr. L.

**TOEFL- Test of English as a Foreign Language** - If English is not your first language, it is recommended that you take the **TOEFL** (toefl.org) exam. Check individual college admission's websites for further information. If you are student in the ELL program, you should plan on taking this test. Test dates and location information is available through ETS ([www.ets.org](http://www.ets.org)).

What are **Test-Optional Test Flexible schools**?? Over 1000 colleges and universities do not require SAT/ACT scores for admissions. The list of Test-Optional Schools is available at [fairtest.org](http://fairtest.org)

### College Rep Visits

Each fall Brookline's College & Career Center hosts 200+ representatives from U.S. and international colleges. Seniors are encouraged to review the list daily on Naviance during the fall of your senior year. This allows students to learn more about colleges which may already be on their lists or to explore schools for further consideration. Attending visits is an important task in researching your post-high school plans. Students must have permission to attend the visits, which are held throughout the day. A signed permission form by a teacher must be presented at the time of the visit to Mr. Libenzon, BHS College Counselor. Forms are available in room 280 and 285.

### After you apply...

Colleges will often acknowledge receipt of your application through an email. They may assign you an **applicant/student ID**. Be sure to save this information and login right away to be sure you do not miss important information through their unique **portal**.