

# Montgomery *H*igh *S*chool *G*uidance *D*epartment

Presents.....

## *The College Admissions and Application Process*

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### Application Definitions:

**Early Decision:** The binding admission process where the student applies to his/her first choice school. If offered admission, student must withdraw all other applications from other schools. Typically, the early decision deadline is November 1.

**Early Decision II:** essentially the same as Early Decision except it has a later application deadline and admissions decision date. A “second chance” at Early Decision.

**Early Action:** The non-binding admission process whereby the student applies to college(s) in the fall. Typically, the early action deadline is November 15.

**Restrictive Early Action:** non-binding admission process which restricts how students can apply to other colleges. If you are applying Restrictive Early Action to a college, make sure you see your Guidance Counselor before applying to any colleges/universities.

**Rolling Admission:** Students are offered or denied admission throughout the calendar year.

**Priority Admission:** Application given special consideration based on when the application is received by the college.

**Regular Admission:** Non-binding admission process where students apply in the winter, and learn of acceptance or denial in the spring.

**Common Application:** One application that is accepted by over 700 colleges and universities. Students can create their account and complete their application on [www.commonapp.org](http://www.commonapp.org).

**Coalition Application:** If a school accepts both the Coalition application and either the common app and/or a school-specific application, DO NOT USE THE COALITION application. *Some schools ONLY accept the Coalition application, such as UMD, University of Florida, and University of Washington Seattle. If you are applying to these schools, school materials and letters of recommendation will be sent out via Naviance. We do not use the Coalition platform.*

**ZeeMee:** An app that allows students to create a visual portfolio by uploading photos and videos of themselves and submitting them to college admissions counselors. It also allows students to connect with their admissions counselors within the app. Over 200 colleges have partnered with ZeeMee.

## Student Responsibilities:

### ***By now you have...***

1. Visited colleges
2. Made a tentative list of colleges
3. Organized your list and reviewed the list with your parents/guardians
4. Checked to see if you have met all of the requirements needed to meet the application deadlines
5. Reviewed your transcript for accuracy
6. Asked **two** teachers for letters of recommendation

### ***Next, you will...***

1. Arrange for teacher recommendation(s) to be sent to the colleges to which you are applying.
  - a.  Speak directly with your teachers and then make a teacher recommendation request in Naviance. (A "How To" video is posted in your counselor's Digital Pink Card)
  - b. If a school does not accept electronic documents, it is your responsibility to give your teacher a stamped and addressed envelope.
  - c. Send a thank-you note to your teachers!
2.  Complete required testing: **SAT I, SAT II** and/or **ACT**. Register for the tests at either [www.collegeboard.org](http://www.collegeboard.org) or [www.actstudent.org](http://www.actstudent.org).
3.  Arrange to have test scores sent to each college from [www.collegeboard.org](http://www.collegeboard.org) or [www.actstudent.org](http://www.actstudent.org). The guidance department does not send your test scores.

### ***When you are ready to begin your applications...***

1.  Check the specific application requirements (this may include self-reporting your grades!).
2.  Complete the college's application through [www.commonapp.org](http://www.commonapp.org), or through the college's website.
3.  Check all admissions, financial aid, and NCAA Clearinghouse deadlines.
4. Complete your counselor's "Digital Pink Card" Google form (emailed to you) **15 School Days** prior to your first deadline. Your counselor's Digital Pink Card will walk you through:
  - Step 1: Complete your Student Brag Sheet on Naviance
  - Step 2: Your Parent/Guardian completes the Parent Point of View on Naviance
  - Step 3: Matching your Common Application account to Naviance
  - Step 4: Adding schools to your "My Colleges" list in your Common Application account
  - Step 5: Adding schools to your "Colleges I'm Applying to" list in Naviance
  - Step 5: Requesting transcripts in Naviance
  - Step 6: Request to counselor to submit your college application materials to selected colleges.
  - Step 7: Make a teacher recommendation request in Naviance

5.  Complete the FAFSA (October 1st!) Check scholarship opportunities and financial aid deadlines via Naviance and <https://fafsa.ed.gov/>

## Additional Information:

Use your college list in Naviance to determine whether the schools you are applying to require documents to be submitted by mail, the Common Application, or Naviance

Colleges I'm thinking about						Search for colleges	
						Compare Me	
						+ = extended profile available	
College	Delivery type <span>i</span>	Added By	Expected Difficulty*	Application Deadlines	Interest		
Georgetown University		Counselor	N/A	Multiple Deadlines <span>▼</span>	N/A	MORE <span>⋮</span>	
Montclair State University		Counselor	N/A	Multiple Deadlines <span>▼</span>	N/A	MORE <span>⋮</span>	
Pennsylvania State University		Counselor	N/A	Multiple Deadlines <span>▼</span>	N/A	MORE <span>⋮</span>	

**Self-Reporting Grades:** Many schools ask that you self-report your grades, Rutgers, for example. A list of these schools is on your Naviance homepage. If you are required to self-report grades you must see or email your counselor for a copy of your transcript! You will need your state student ID, (which is found on your transcript) as well as all of your high school grades in order to complete these applications. You still need to include these schools on your counselor's Google Form.

### **When the colleges tell you that your transcript, school profile, counselor letter, etc. are missing...**

Do not panic. This is almost always a result of lag between when they physically process your application materials and when the automated notification systems kick into action. When this happens, first wait a week or two, usually your materials will be entered into their system by then. If two weeks go by and the materials still show as missing, call the admissions office at the school to check on your application status. If they confirm that they need to have documents sent again, then contact your counselor.

**Prospective Division I & II Athletes:** register with NCAA Clearinghouse at <http://eligibilitycenter.org>

### **When the colleges you applied to are asking for your marking period 1 and/or mid-year grades:**

Please email your counselor if a college requests senior year grades.

For mid- year grades, an additional Google form will be sent out to you via Naviance for you to complete IF colleges that you applied to are asking for mid-year grades. Once you submit this Google Form, Mrs. Cleveland will send these out for you. **The grades you receive senior year still matter! A college/university can rescind your acceptance.**

*Your counselor will see you as often as necessary during this process! Email them, drop by or schedule an appointment! **Good luck!***

## Frequently Asked Questions...

- Q:** What is MHS's CEEB code?  
**A:** 311359
- Q:** What is your Guidance Counselor's "title?"  
**A:** School Counselor or Guidance Counselor
- Q:** What is electronic submission of documents?  
**A:** This can be found under your college list in Naviance.
- Q:** What is my state student I.D. number or my "NJ Smart I.D." number?  
**A:** You need this number to apply to Rutgers University. This number can be found at the top of your MHS transcript. If you need a copy of your transcript please email your counselor.
- Q:** How many students are in my graduating class?  
**A:** 411 students
- Q:** What is my class rank?  
**A:** MHS does not report rank unless you are applying to a service academy or for a scholarship. When reporting class rank to colleges / universities, enter "none."
- Q:** What is MHS's phone number and fax number?  
**A:** Phone: (609)466-7602  
Fax: (609) 466- 7689
- Q:** What is MHS's GPA scale?  
**A:** Our GPA is out of 100.
- Q:** Is my GPA on Naviance weighted or unweighted?  
**A:** Weighted
- Q:** Is study hall or early dismissal noted on my transcript?  
**A:** No
- Q:** How many credits are awarded for each class at MHS?  
**A:** Full year course: 5 credits  
Semester (half year) course: 2.5 credits
- Q:** What type of scheduling system does MHS use?  
**A:** A full-year, alternate day block schedule.
- Q:** How much time does it take for my ACT and SAT scores to arrive at the college/university once I send them through [www.actstudent.org](http://www.actstudent.org) or [www.collegeboard.org](http://www.collegeboard.org)?  
**A:** Allow 2-3 weeks for your scores to arrive at each school. Keep this in mind when you look at your application deadlines. Do not pay the fee to rush your scores unless you've spoken to an admissions counselor at the college and they specifically tell you to do so.