

COLLEGE COUNSELING

Denver East High School

November 2013

Volume I, Issue I

Frequently Asked Questions: College Process



The purpose of a newsletter is to provide answers to many of the questions college bound students are having as they navigate the college application

process! If you have further questions that we have not provided answers to on this form please feel free to email or call your counselor with those questions.

1. *When do I apply to college?* Every college has their own application deadlines outlined on their website
2. *What do my colleges need to receive in order to review my application?* Typically colleges need the following: official high school transcript (see #3), ACT/SAT test scores, letters of recommendation
3. *How do I request an official transcript from my high school?* Fill out the Transcript Request Form which can be found in the Counseling office (Rm 226) or printed from the East website~ Counseling ~ Forms ~ Transcript Request form
4. *Should I follow up with my colleges to make sure they have received my transcripts, letters of rec,*
11. *Has my teacher uploaded their letter of rec for me?* Check Naviance ~ Colleges I'm Applying to ~teacher requests ~ should say "Completed" . If it still says "In Progress" check with your teacher and ask them to mark it as "Completed"
12. *How can I see if my counselor has submitted all of the necessary documents for my application?* Check your

Colleges I'm Applying to tab in Naviance and under the Submission Status column it will say "Initial Materials Submitted"

13. *Can I drop an AP class or any other class for 2nd semester once I have submitted my college application?* No, this can severely impact your college application and admissions decision from the college; if special

etc.? Yes, do so about 2 weeks after the deadline to ensure they have everything they need to review your application as complete

5. *When will I hear back from my colleges if I applied Early Action?* December
6. *How do I request Official Test Scores to be sent to colleges?* Login to ACT or SAT and request they be sent directly to the college(s) your are applying to (fees applied)
7. *When do I take SAT II Subject tests?* Junior year in the Spring semester or in the Fall of your senior year
8. *Will a college accept my ACT scores if I retake them in December?* Typically they will if you are applying Early Action—which you will need to notify the college that they should anticipate getting these scores from that date. You need to check specifically with the college though.
9. *Is a counselor required to write a letter of rec for my application?* Yes, if you are applying through Common Application. No, if you are not and the college is not specifically requiring it
10. *I am applying for a scholarship and need a transcript, what do I do?* Naviance ~ Home Page ~ select Transcripts—Mr. Na and he will complete that request for you

circumstance you need to contact the college first to see how it will affect your application

14. *How many colleges should I apply to?* You need to find the "right fit" colleges and only apply to schools you know you would really like to attend (5-8 is reasonable)

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Naviance Notes I



Naviance

<https://connection.naviance.com/family-connection/auth/login/?hsid=easthigh>

Username: student ID

Password: 6 digit bday (mmddy)

Special Naviance Notes:

- Update Naviance with the colleges you are applying to
- Update Naviance when you have applied to college
- Update Naviance with the admissions decision that you have received so your counselor knows

