

College Application Workshop – Helpful Hints

Course Counts

- Honors – 52
- Acc. Honors – 14
- AP – 25

Transcripts/GPA

- Transcripts and class rank will not be available until mid-September. You should still apply to colleges in the meantime.
- The district uses a *weighted 4.0* scale to determine grade point averages (GPA) for students. This GPA is the one on your transcript.
- Your unweighted GPA can be found in Naviance, under *About Me*, then *My Account*.
- Your class rank is based on weighted GPA. Put your weighted GPA on applications unless they specifically state they want your unweighted GPA.
- Unofficial transcripts are always available for you in the Counseling Office.
- If you are self-reporting your grades on an application, it is very important that you input the grades accurately.
- For any students that plan to pay Div. I or II sports, if you have not registered with the NCAA Clearinghouse, you must do so immediately so we can send your transcript.

SAT/ACT

- Counselors do not send SAT/ACT scores. It is your responsibility to send the scores directly from the SAT and ACT websites.
- Check the SAT/ACT dates now if you would like to get another test administration completed in the fall.
- Some schools now have test-optional applications, which usually means that you will have to complete another essay requirement in lieu of test scores.

Common Application

- The Common Application **MUST** be matched with Naviance for counselors/teachers to send transcripts and letters of recommendation. To do this:
 - Add one college to your Common Application list, then complete the required FEPA waiver.
 - Use the email from your Common Application account in Naviance's *Colleges I'm Applying To* to match the two websites.
- As you would for teachers, let your counselor know (in person or by email) if you would like for them to write a letter of recommendation. They will most likely ask you to fill out a questionnaire or survey first. Sending a request in Naviance is not enough.
- Counselors are not able to send teacher letters of recommendation. Teachers must send their own letters.