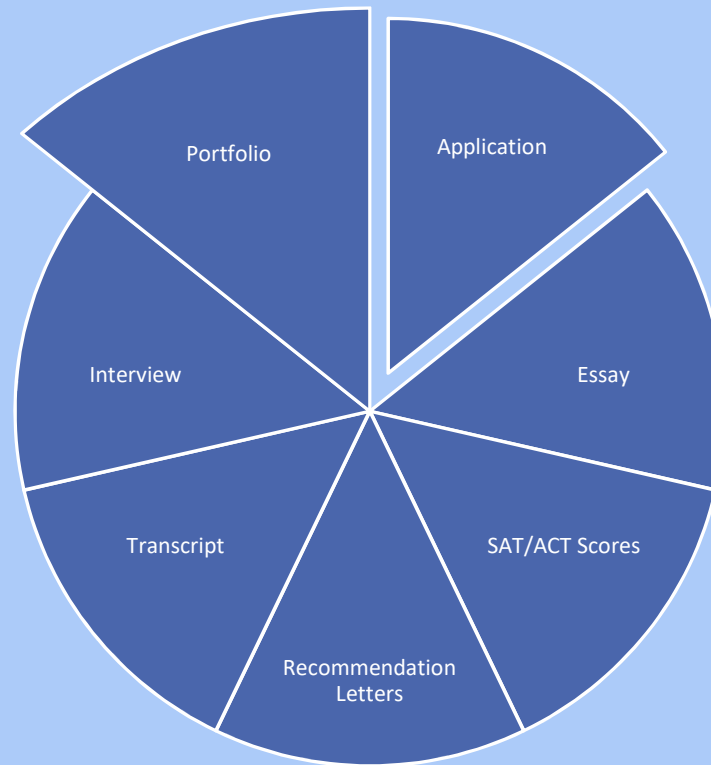


Applying to College

1. Complete your application along with any other supplemental forms required.
2. Send your SAT and ACT scores to the college.
3. Request your transcript/recs through your Naviance account (login with your student email and your network password (what you use when you log into your computer)).
4. These steps will be reviewed at your individual senior conference as well

The college application consists on many pieces.



You will use this code for:

-College Applications

-NCAA registration

-Sending college entrance
exam scores to colleges---SAT
I, II, AP and ACT's

-Scholarships



Bayard Rustin CEEB CODE

#

395167

Important information

We are on a weighted 4.0 grading scale

We DO NOT rank our students

Always give your weighted GPA unless a college specially asks for your unweighted GPA (very rare)

Transcripts will be run in mid-September. GPA could change. Wait to fill in your GPA until transcripts are finalized.



Overview of the College Application Process

- Fill out the application for the college. This can be done on the colleges website, on CommonApp, on Collation App or through a paper application.
- An essay is required for most college application. Seniors will do a College Essay in their English classes early this year.
- Send in your test scores. Log into your College Board (SAT) or ACT account and follow the prompts for sending your scores. Remember, Rustin does not report SAT/ACT scores to college.
- Request recommendation letters. (15 School Days are required to process recommendation letters)
 - Have a personal conversation with the teacher you want to write your recommendation letter.
 - Send your teacher recommender an invitation to upload their recommendation letter into your Naviance account. (see below for detailed instructions).
 - Any recommendation letters coming from recommenders who do not work for Rustin must be mailed directly to the Office of Admission. Naviance does not take recommendation letters from outside sources.

Overview of the College Application Process

- Request a transcript. This is done through Naviance (see below).
 - (15 School Days are required to process transcript)
- Send in any supplemental information needed for your application, such as an art portfolio.
- Many colleges will ask for updated grades throughout the year. The most common time is at the end of the 1st semester (2nd marking period). Counselors will submit semester grade report forms to students toward the end of the 1st semester. Students just need to fill out that form if they wish to have 1st semester grades sent. If a student needs 1st or 3rd quarter grades sent to a college, they need to reach out to their School Counselor.
- If you add a new college to your list after a teacher has written a recommendation letter for you, you have to let them know. Naviance will not notify them.

Overview of the College Application Process Reminders

1. Fifteen school days are required to process all transcript and recommendation letter requests.
2. Transcript requests for a college deadline of January 1, 2020 must be in Naviance by December 1st, 2020.
3. If you need to have a secondary school report (a piece of your application that Rustin fills out) completed, please request a recommendation letter from your counselor and indicate in the comments section that you need to have a secondary school report completed for this college.
4. Make sure **you** send your SAT/ACT scores to your colleges. Rustin does not report these scores on the transcript.
5. If you are using the Common Application, you need to fill out all of your personal information on the Common Application website, including the [FERPA](#) waiver, before you can match your Common App and Naviance accounts. Once you have completed the personal information section on the Common App website, log into Naviance and **MATCH** your Common App and Naviance accounts.

Overview of the College Application Process Reminders

6. Please refer to [Parent Portal](#) for completing **Self-Report** information where applicable.

a. Note: For "Seminar and Accelerated Honors", choose

"Accelerated"; for "Honors", choose "Honors";

For "Academic and CCP" choose "College Prep"

b. Go to the [WCASD grading scales](#) to convert your numeric grade (ie: 91%) to alphanumeric (ie: A-).

c. Round credits to the nearest .5 credit. (ie: 1.2 = 1; .4 = .5)

d. WCASD is on a weighted 4.0 grading scale.

*****Report weighted GPA unless unweighted GPA is specifically requested.



We require 15 school days to process all transcript and recommendation letter requests.

Watch your deadlines. While we process applications as efficiently as possible, we cannot guarantee that your application deadline will be met if the required 15 school days are not given.

How to Log in to Naviance

Go to the Rustin High School Counseling Web Site:

1. Log onto the Rustin High School Website

http://www.edline.net/pages/Rustin_High_School

2. Click on the Counseling Department Web Site.

3. Under Links on the Counseling Department Web Site, click on Naviance Career and College Planning.

Welcome Student!



Login to Naviance

CONTINUE WITH SINGLE SIGN ON

OR

Email

For example navigator@naviance.com

Password

Type password

Click on CONTINUE WITH SINGLE SIGN ON



Sign in with your organizational account

Sign in

**Please log in with username format
wcasd\username, NOT your email address.**

**ID: This is wcasd\your
WCASD user ID.**

**Password: Your password
is the same password you
use when you log into your
computer.**

To request transcripts, click on Colleges I'm applying to

Welcome, Autumn!

Search for Colleges



Type a college name

SEARCH

Welcome 12th grade


WELCOME SENIORS


Directions for requesting transcripts and recommendation letters are under the [transcript request](#) link under PAGES at the bottom of the screen.


1. Fifteen school days are required to process all applications.

Read more

My Favorites

 COLLEGES
I'm thinking about

 COLLEGES
I'm applying to

 CAREERS AND CLUSTERS
I'm thinking about

Important To-Dos and Tasks

What's New

Colleges I am applying to:
Adding a school. Click on the + sign on the right hand
side of the page.

The screenshot shows the Naviance Student interface. At the top, there is a dark teal header with the Naviance logo and the text "Naviance | Student". To the right of the header are navigation links: "Home", "Colleges", "Careers", "About Me", and "My Planner". Below the header is a green confirmation banner that says "Confirmation" and "1 colleges successfully added" with a "Close" button. The main content area is titled "Colleges I'm applying to" and includes a search bar with the text "Search for colleges". A red banner below the search bar contains the message: "It looks like you are not currently able to apply to Common App schools. Match your Common App account to Naviance Student account to get started." To the right of this banner is a "Match Accounts" button. Below the banner is a list of colleges, with a red plus sign button on the right side of the page. A purple arrow points to this plus sign button. At the bottom of the page, there is a legend: "+ = extended profile available".

Colleges I am applying to:
Type in the name of the school. Click on Add application.
Do not click on Request Transcript or I've submitted my application if you have not finished the application.

The screenshot shows a two-step process. Step 1, 'Add Application', is active. It features a search bar with 'Georgetown University' typed in. Below the search bar is a dropdown menu with three suggestions: 'Georgetown University', 'Georgetown University School of Foreign Service', and 'Georgetown University School of Foreign Service (regular decision January 15)'. Below the dropdown is a section titled 'I'll submit my application' with a dropdown arrow, currently set to 'Direct to the institution'. There is also an unchecked checkbox labeled 'I've submitted my application'. At the bottom, there are two buttons: 'Add Application' (circled in red) and 'ADD AND REQUEST TRANSCRIPT'.

STEP 1 — STEP 2

Add Application Request Transcript

Which college are you applying to?

Georgetown University

Georgetown University

Georgetown University School of Foreign Service
regular decision January 15

I'll submit my application

Direct to the institution

I've submitted my application

Add Application ADD AND REQUEST TRANSCRIPT

Colleges I'm applying to

This is a place where you can keep track of your applications. When ready for a transcript you must do two things:

1. Request Transcript (see below)
2. Check that you finished your application (Click on More)



*****If you don't complete both steps, I will not be able to see your request in my que on Naviance.

Colleges I'm applying to 🔍 Search for colleges

ⓘ It looks like you are not currently able to apply to Common App schools. Match your Common App account to Naviance Student account to get started. Match Accounts

📄 Manage Transcripts +

✦ = extended profile available + REQUEST TRANSCRIPTS

College	Type	Deadline	Transcripts	Office materials	Submission Type ⓘ	Application
<input type="checkbox"/> Georgetown University	RD	Regular Decision 10 January	no request	Pending		Unknown ▼ MORE ⋮
<input type="checkbox"/> West Chester University of Pennsylvania	PRI	Priority 1 February	no request	Pending		Unknown ▼ MORE ⋮

Common App and Naviance are two computer applications that work together to process your college applications. They must be able to “talk.” Match your common app and Naviance accounts.

Colleges I'm applying to

Search for colleges

It looks like you are not currently able to apply to Common App schools.
Match your Common App account to Naviance Student account to get started.

Match Accounts

Manage Transcripts



+ = extended profile available

+ REQUEST TRANSCRIPTS

College	Type	Deadline	Transcripts	Office materials	Submission Type	Application
<input type="checkbox"/> Georgetown University	RD	Regular Decision January 10	no request	Pending		Unknown ▼ MORE ⋮
<input type="checkbox"/> West Chester University of Pennsylvania	PRI	Priority February 1	no request	Pending		Unknown ▼ MORE ⋮

Just fill in the email address you used on Common App and click Match Accounts. You must have completed the (CA) FERPA Waiver on Common App before matching accounts.

Get Started with Common App

- Create a Common App account on [Common App Online](#) 
- Sign the Common App (CA) FERPA Waiver on [Common App Online](#) 

Match Your Accounts

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

Common App Email Address

Date of Birth

Match Accounts

TIPS

These tips will help you successfully match your accounts.

- Make sure you use the **email address** that you chose for your Common App account
- Make sure that **last name** on your Naviance Student account matches the last name you used to create your Common App account.
- Make sure the **date of birth** on your Naviance Student account matches the date of birth on your Common App account.

[I don't need this](#)

Teacher Recommendations:

Go to the COLLEGES tab at the top of the page.

Under the APPLY TO COLLEGES block, click on LETTERS OF RECOMMENDATION

Click the ADD REQUEST button


Select the Teacher name, specify which colleges you want the letter sent to, include a personal note for the body of the email

Naviance will email the teacher with an invitation to add a recommendation letter to your Naviance account.

1. Who would you like to write this recommendation?*

Select A Teacher

2. Select which colleges this request is for:*

- All current and future colleges I add to my *Colleges I'm Applying To* list 
*Select only if you have no preference for which teachers will meet the recommendation requirements for each college
- Choose **specific** colleges from your *Colleges I'm Applying To* list

<input type="checkbox"/> Select All	Colleges ^	Due ^
<input type="checkbox"/>	Georgetown University -- required / -- allowed / 0 requested	Jan 10 2020
<input type="checkbox"/>	West Chester University of Pennsylvania -- required / 2 allowed / 0 requested	Feb 01 2020

3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:

3000 characters remaining

Cancel

Submit Request

You can keep track of when teacher recommendation letters have been sent on this screen.

Choose whether you want a teacher to send their recommendation letter to all colleges on your list, or pick specific schools for each teacher.

If you add a college to your list after a teacher has written a recommendation letter for you, you must notify the teacher. Naviance will not notify the teacher that you have added a new college to your list.

1. Who would you like to write this recommendation?*

Select A Teacher ▾

2. Select which colleges this request is for:*

- All current and future colleges I add to my *Colleges I'm Applying To* list ¹
*Select only if you have no preference for which teachers will meet the recommendation requirements for each college
- Choose **specific** colleges from your *Colleges I'm Applying To* list

<input type="checkbox"/> Select All	Colleges ▾	Due ▾
<input type="checkbox"/>	Georgetown University -- required / -- allowed / 0 requested	Jan 10 2020
<input type="checkbox"/>	West Chester University of Pennsylvania -- required / 2 allowed / 0 requested	Feb 01 2020

3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:

3000 characters remaining

Cancel

Submit Request

Final Thoughts

- If you are not finished your application and you are getting close to the 15 day school deadline, go ahead and request your transcripts and recommendation letters. Make sure you mark that you completed your application in Naviance, even though you may still be working on it.
- We are here to help you. If a deadline is fast approaching, just come and talk to us. If you have any questions, please reach out to your Counselor.