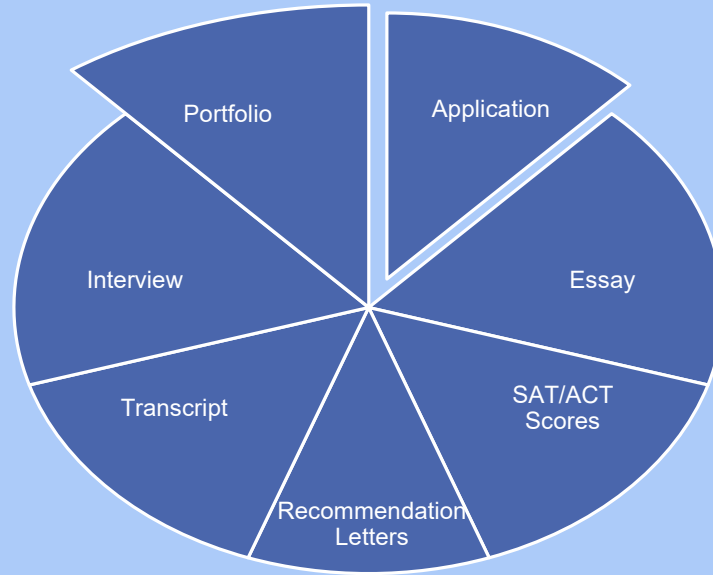


Applying to College

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 and recommendation letters through your Naviance account

The college application consists on many pieces.



You will use this code for:

-College Applications

-NCAA registration

-Sending college entrance exam score
to colleges---SAT I, 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)

The senior class size is 318



Overview of the College Application Process

1. Fill out the application for the college, either through Common APP or on the colleges website.
2. An essay is required for most college applications. Seniors will complete an essay in English class.
3. SAT/ACT scores. Rustin does not report these scores. If you wish to report them, please log into your respective SAT or ACT accounts.
4. Request Teacher Recommendation Letters (15 School Days are required to process)
 1. Have a personal conversation with the teacher you would like to write you a recommendation letter
 2. Send you teacher an invitation to upload their recommendation letter into Naviance (see below).
 3. Any recommendation letters coming from a teacher who is not currently teaching at Rustin must be mailed directly to the college admissions office. Be sure your name and birthdate are included.

Overview of the College Application Process

5. Request your transcript. This is done in Naviance (see below for directions). Many of you will also need a Counselor Recommendation letter. Please fill out the [Recommendation Letter Request form](#) and return it to your counselor. There is no need to add your counselor to the recommendation letter section, since Counselors process their recommendation letters with the transcript. **Do not request a transcript until you have finished your application or the application deadline is 15 school days away.** Remember, we need 15 school days to process transcript requests.
6. Send in any supplemental materials that are needed for your application, such as Art Portfolios.
7. Many colleges will ask for updated senior grades throughout the year. Most colleges will ask for mid-year grades (end of the 2nd marking period). We will contact all seniors prior to the end of the 2nd marking period to see who needs to have their grades sent to colleges. If your college needs to see 1st or 3rd marking period grades, reach out to your counselor.

Self Report Colleges

- Do not require a transcript with your initial application
- You fill in the classes you took and grades you received on your application
- Penn State and the University of Pittsburgh are examples of Self Report Schools
- Do not request an initial transcript for Self Report schools. They will not look at it.

SRAR (Self-Reported Academic Record)

Software used by a number of schools that require self report grades

An initiative to ultimately have all future undergraduate applicants to the University submit their high school record as part of the application process, rather than having the school counselors send transcripts for each applicant.

It is important that students report grades exactly as they appear on your high school transcript. We suggest that you have a copy of your high school transcript on hand when completing this task. Your school counselor can provide a copy of your transcript.

SRAR (Self-Reported Academic Record)

Enter your grades exactly as they appear on your high school transcript or your score report.

Enter your final grades for all courses completed in grades 9 through 11.

If you are a high school senior, choose "In-Progress" for scheduled or in-progress 12th grade courses for which you do not yet have grades. If you have already completed a 12th grade course and received a grade, please indicate the grade that you received.

Do not apply weight to your grades.

Do not convert your grades into another format.

Do not average your grades.

If your school gives final official grades at the end of each year, then enter that grade.

If your school gives final official grades by term or semester, then list each course with its final grade by term or semester. You may list the same course twice if repeated in a different term. Give the final grade for each term if that is how it appears on your year-end final transcript.

If you've taken math or world language course work prior to 9th grade, and these courses are necessary to meet Penn State admission requirements, please indicate those courses on your SRAR in the middle school section for your high school record.

If your exact course name is not listed in SRAR, please type it in exactly as it appears on your transcript.

SRAR (Self-Reported Academic Record)

Which local colleges/universities accept the SRAR?

Pennsylvania State University

University of Pittsburgh

University of Delaware

Rutgers University

New York University (NYU)

Full list: <https://srarsupport.zendesk.com/hc/en-us/articles/4408738060315-Which-colleges-universities-accept-the-SSAR-SRAR->

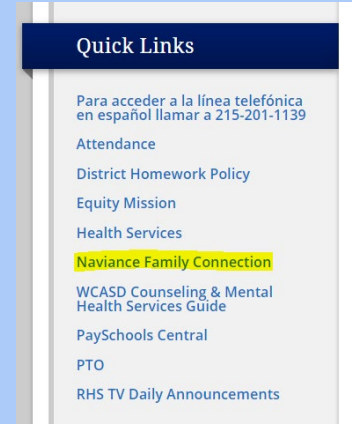


We require 15 school days to process all transcript and recommendation letter requests.

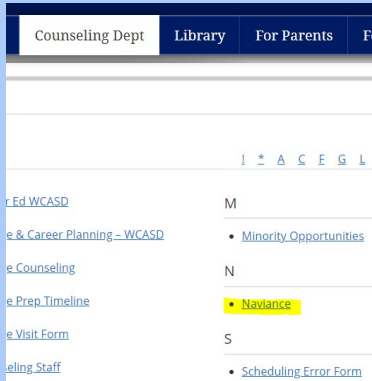
Watch your deadlines. While we process applications as efficiently as possible, we cannot guarantee that your application deadline will be met if the required 15 school days are not given.

Three different Naviance log in Links

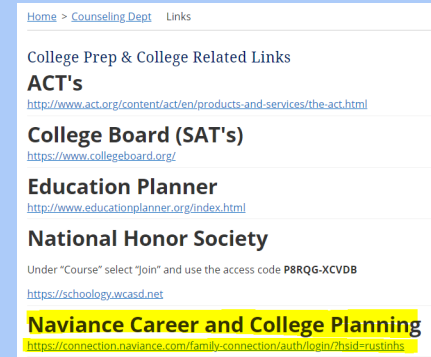
On the Rustin High School main page under Quick Links in the left hand column



On the Counseling Department main page under Naviance



In the links section of the Counseling Department main page



Click on CONTINUE
WITH SINGLE SIGN ON

Welcome Student!



Login to Naviance

CONTINUE WITH SINGLE SIGN ON

OR

Email

For example navigator@naviance.com

Password

Type password



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](#)

Take the ACT or SAT *at least*
your plan! See test

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


Adding colleges to your queue by matching your Common App Account

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

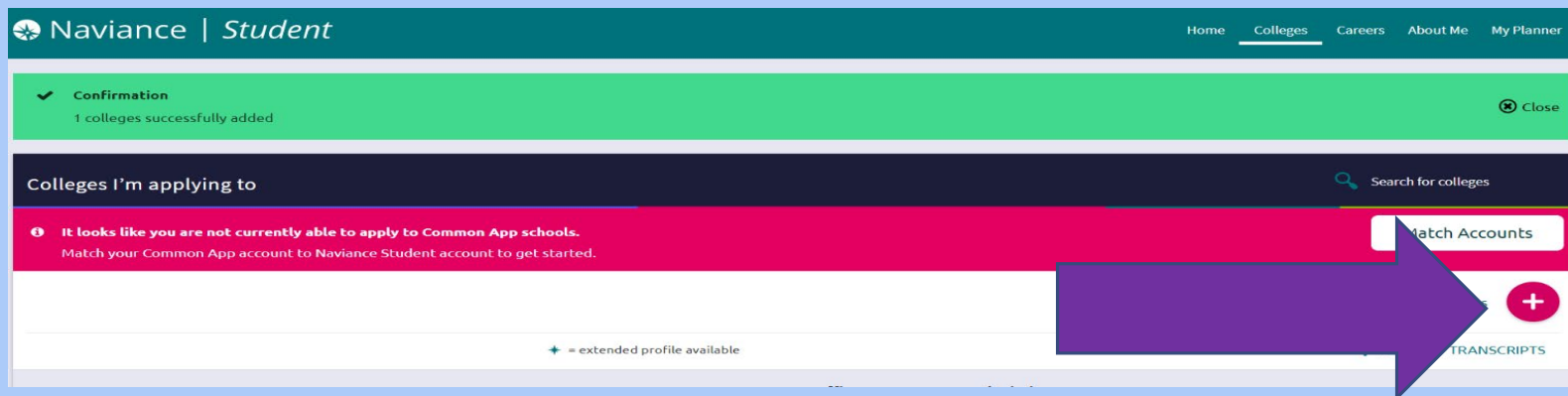
	College	Type	Deadline	Transcripts	Office materials	Submission Type 	Application	
<input type="checkbox"/>	Georgetown University	RD	Regular Decision 10	no request	Pending		Unknown 	MORE 
<input type="checkbox"/>	West Chester University of Pennsylvania	PRI	Priority 1 February	no request	Pending		Unknown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

Adding colleges to your queue by matching your Common App Account

- After clicking the “match accounts” button, you will be redirected to Common App to finish the matching process
- You must complete the [\(CA\) FERPA Waiver](#) section on Common App before matching accounts

Adding Colleges to your que: Non Common App Colleges

In the Colleges I am applying to section:
Click on the + sign on the right hand side of the page.



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 web form with two steps: STEP 1 (Add Application) and STEP 2 (Request Transcript). Under STEP 1, there is a section titled "Which college are you applying to?" with a search bar containing "Georgetown University". Below the search bar is a dropdown menu with three options: "Georgetown University", "Georgetown University School of Foreign Service", and "Georgetown University School of Foreign Service". Below this is a section titled "I'll submit my application" with a radio button selected for "Direct to the institution". At the bottom, there is a checkbox for "I've submitted my application" which is not selected. The "Add Application" button is circled in red, and the "ADD AND REQUEST TRANSCRIPT" button is also visible.

STEP 1 **STEP 2**
Add Application Request Transcript

Which college are you applying to?

Georgetown University

Georgetown University

Georgetown University School of Foreign Service

Georgetown University School of Foreign Service

I'll submit my application








Direct to the institution

☐ I've submitted my application





Add Application **ADD AND REQUEST TRANSCRIPT**

The colleges you add to your Naviance account will queue up in

Colleges I'm applying to

Colleges I'm applying to									
<div><div> 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.</div><div>Match Accounts</div></div>									
<div><div>Manage Transcripts</div><div>+</div></div>									
<div><div>+ = extended profile available</div><div>+ REQUEST TRANSCRIPTS</div></div>									
	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 

When you are ready to request transcripts, you have to do **2 things** for your request to show up in your Counselors' Queue in Naviance

	College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type ⓘ	Application		
<input type="checkbox"/>	California State University, Chico	RD	Regular Decision 30 November	N/A	no request	Pending		Unknown ▼	 EDIT	MORE ⓘ
<input type="checkbox"/>	Marymount California University	RD	Regular Decision -	N/A	no request	Pending		Unknown ▼	 EDIT	MORE ⓘ

1. Request Transcript (see above)
2. Check that you finished your application (See Above)

*******If you don't complete both steps, your Counselor will not be able to see your request in their queue on Naviance.**

Requesting a Transcript

Colleges I'm applying to

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

+ REQUEST TRANSCRIPTS

+ extended profile available

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

Click on the + Request transcripts button near the top of the page, then check the box for each school you are requesting a transcript for.

To mark that you completed your application,
click on the EDIT button (See Below)

	College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type ⓘ	Application		
<input type="checkbox"/>	California State University, Chico	RD	Regular Decision	November 30 N/A	no request	Pending		Unknown ▼	 EDIT	MORE ⓘ
<input type="checkbox"/>	Marymount California University	RD	Regular Decision	- N/A	no request	Pending		Unknown ▼	 EDIT	MORE ⓘ

Now click on the box next to I've submitted my application

California State University, Chico (CA)

Have you submitted your application?

☐

I've submitted my application

I'll submit my application

☒

Direct to the institution

College Deadline

11/30/2019

Counselor Override

Not Applicable

App type

Regular Decision



Result

Unknown



Waitlisted/Deferred

N/A



Interest

N/A



Format

N/A



You will now see that under transcripts it says **requested** and under application it says **submitted**

College	Type	Deadline	Transcripts	Office materials	Submission Type ⓘ	Application
★ High Point University	ED	Early November Decision 1	requested	Pending	CA	Submitted ✓
Liberty University	EA	Early December Action 31	requested	Pending		Submitted ✓

Again, if both of these two steps are not completed, we will not know that you need a transcript to be sent!!!!

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

☐ 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 ⓘ

*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


We have a number of resources available on the Counseling Department website. Just click on Counseling Dept (see above) from Rustin's main page.


Choose the 12 Grade Folder on the next screen


**BAYARD RUSTIN
HIGH SCHOOL**
DR. MICHAEL MARANO, PRINCIPAL
Home of the Golden Knights


New Student Registration


Parent Portal


Menus


Seesaw & Schoology


WCASD Google Apps

Our School

Our Staff

Activities

Athletics

Counseling Dept

Library

For Parents

For Students

Home > Counseling Dept Directory

Counseling Dept Directory

! * A C E G L M N S T W

!

- [! Counseling Department News and Events](#)
- [!! Online Learning and COVID-19 Resources](#)
- [!Calendar](#)

*

- [* 9th Grade](#)
- [* 10th Grade](#)
- [* 11th Grade](#)
- [** 12th Grade](#)

- [Career Ed WCASD](#)
- [College & Career Planning – WCASD](#)
- [College Counseling](#)
- [College Prep Timeline](#)
- [College Visit Form](#)
- [Counseling Staff](#)
- [Course Selection](#)

F

- [Forms](#)

M

- [Minority Opportunities](#)

N

- [Naviance](#)

S

- [Scheduling Error Form](#)
- [Scholarships](#)
- [Standardized Tests](#)

T

There are so many great resources on this page

The screenshot shows the website for Bayard Rustin High School, specifically the Counseling Department page for 12th Grade. The header is dark blue with the school's logo and name on the left, and navigation icons on the right. Below the header is a white navigation bar with links to various school departments. The main content area has a light gray sidebar on the left and a white main area on the right. The sidebar contains a breadcrumb trail and a link to 'Home'. The main area displays two links: 'Senior Packet' and 'Directions for the College Application Process', both with download icons. An 'Edit Page' button is located in the top right corner of the main content area.

WC BAYARD RUSTIN HIGH SCHOOL
DR. MICHAEL MARANO, PRINCIPAL
Home of the Golden Knights

New Student Registration Parent Portal Menus Seesaw & Schoology WCASD Google Apps

Our School Our Staff Activities Athletics **Counseling Dept** Library For Parents For Students

**** 12th Grade**

[Home](#) > [Counseling Dept](#) ** 12th Grade

[Home](#)

[Senior Packet](#)

[Directions for the College Application Process](#)

Edit Page

Senior Conferences:

- Take place beginning in mid September
- Every senior will have a meeting with their counselor
- These meetings are scheduled around the student/counselor schedules
- If parents wish to attend, please reach out to your Son/Daughter's Counselor. Please remember these meetings are scheduled around your students and the Counselors schedules.
- If you have a question, please reach out to your Counselor. Don't wait for your meeting.



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.