

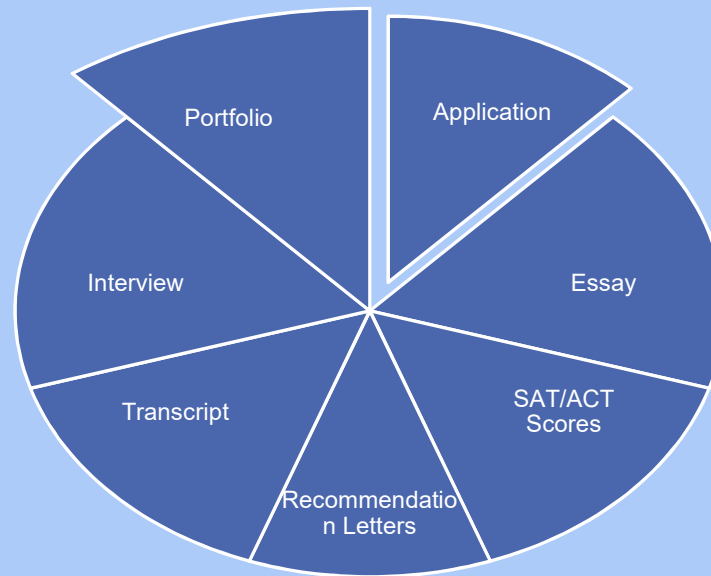
# Applying to College

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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.

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You will use this code for:

-College Applications

-NCAA registration

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

-Scholarships



Bayard Rustin CEEB CODE

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395167

# Important information

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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

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- 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

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- Request a transcript. This is done in Naviance (See below for directions). **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.
- Send in any supplemental materials that are needed for your application, such as Art Portfolios.
- Many colleges will ask for updated senior grades throughout the year. Most colleges will ask for mid-year grades (end of the 2<sup>nd</sup> marking period). We will contact all seniors prior to the end of the 2<sup>nd</sup> marking period to see who needs to have their grades sent to colleges. If your college needs to see 1<sup>st</sup> or 3<sup>rd</sup> marking period grades, just ask your counselor. These are not as common, so we don't reach out to the entire senior class.
- If you add a new school to your list in Naviance after teachers have already sent their recommendation letters for you, you have to inform the teacher that you have added another school. Naviance will not do this for you.

# Self Report Colleges

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## 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.

# Self Report Colleges

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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.





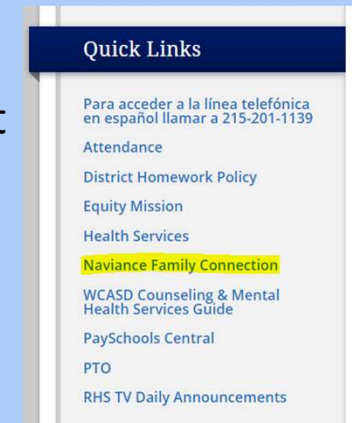
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We require 15 school days to process all transcript and recommendation letter requests.

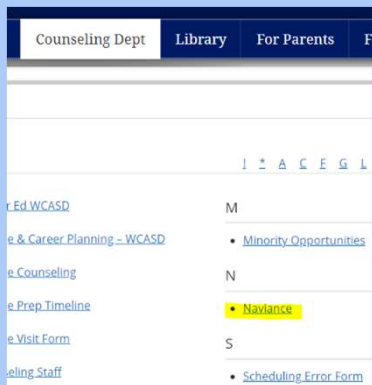
Watch your deadlines. While we process applications as efficiently as possible, we cannot guarantee that your application deadline will be met if the required 15 school days are not given.

# Three different Naviance log in Links

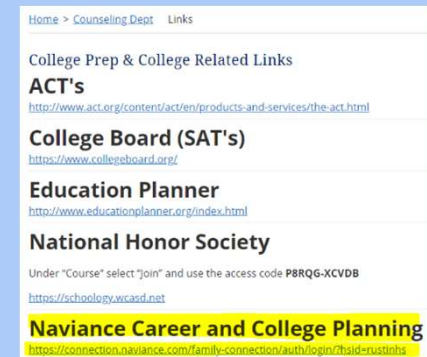
On the Rustin High School main page under Quick Links in the left hand column



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

ID: This is wcasd\your  
WCASD user ID.

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



Sign in with your organizational account

Sign in

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

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

The screenshot shows the Naviance Student dashboard. At the top, there's a dark teal header with the Naviance logo and 'Student' text on the left, and navigation links (Home, Colleges, Careers, About Me, My Planner) on the right. Below the header, a green banner says 'Welcome, Autumn!' with a 'Search for Colleges' dropdown and a search bar. The main content area is divided into two columns. The left column, titled 'Welcome 12th grade', contains a 'WELCOME SENIORS' section with instructions on how to request transcripts and a 'Read more' button. The right column, titled 'My Favorites', lists three items: 'COLLEGES I'm thinking about', 'COLLEGES I'm applying to' (which is circled in red), and 'CAREERS AND CLUSTERS I'm thinking about'. At the bottom, there are two teal sections: 'Important To-Dos and Tasks' on the left and 'What's New' on the right.

Naviance | Student

Home Colleges Careers About Me My Planner

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

# 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

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 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.

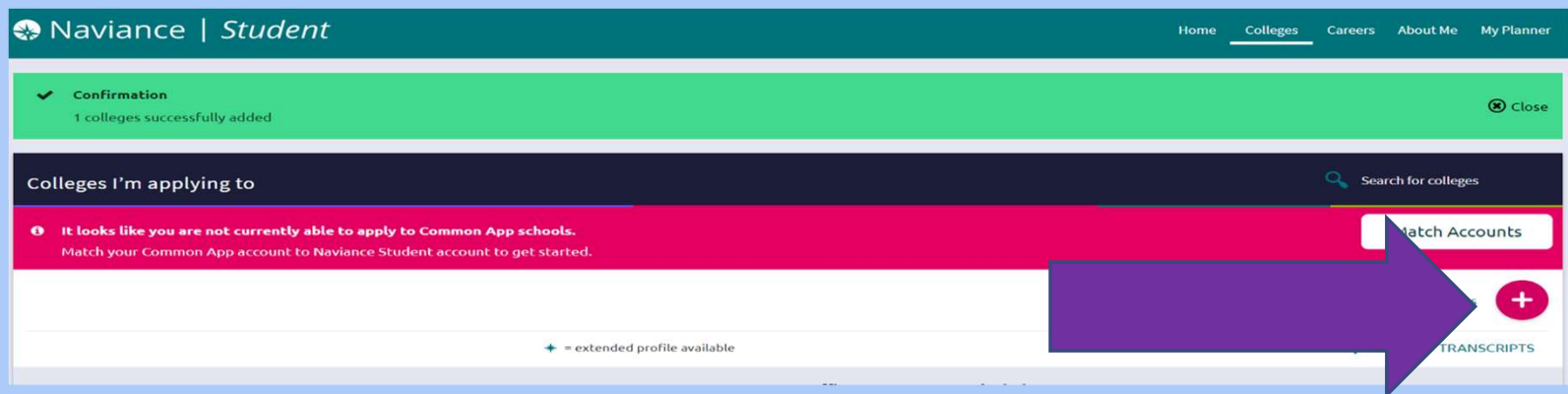
[I don't need this](#)

Once you match your Common App and Naviance accounts, Naviance will automatically import your colleges from Common App

# Adding Colleges to your que: Non Common App Colleges

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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 dropdown menu showing "Direct to the institution". At the bottom of the form, there is a checkbox labeled "I've submitted my application" which is unchecked. The "Add Application" button is circled in red, and next to it is a dark green button labeled "ADD AND REQUEST TRANSCRIPT".

STEP 1 Add Application

STEP 2 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>Search for colleges</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>Manage Transcripts</div>									
+ = 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

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

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





+ REQUEST TRANSCRIPTS

+ = extended profile available

	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 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)

<b>Have you submitted your application?</b>	<b>App type</b>
<input checked="" type="checkbox"/> I've submitted my application	Regular Decision
<b>I'll submit my application</b>	<b>Result</b>
<input checked="" type="radio"/> Direct to the institution	Unknown
<b>College Deadline</b>	<b>Waitlisted/Deferred</b>
11/30/2019	N/A
<b>Counselor Override</b>	<b>Interest</b>
Not Applicable	N/A
	<b>Format</b>
	N/A

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

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

## 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 ⓘ

\*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 below) from Rustin's main page.



Choose the 12 Grade Folder on the next screen

The screenshot shows the Bayard Rustin High School website. The header is dark blue with the school's logo and name, "BAYARD RUSTIN HIGH SCHOOL", and the principal's name, "DR. MICHAEL MARANO, PRINCIPAL". Below the header is a navigation bar with links to "Our School", "Our Staff", "Activities", "Athletics", "Counseling Dept", "Library", "For Parents", and "For Students". The "Counseling Dept" link is highlighted. Below the navigation bar is the "Counseling Dept Directory" page. The page has a white background with a blue header. The directory is organized by grade level, with links for each grade from 9th to 12th. The 12th grade link is highlighted in yellow. The directory also includes links for various resources such as "Career Ed WCASD", "College & Career Planning - WCASD", "College Counseling", "College Prep Timeline", "College Visit Form", "Counseling Staff", "Course Selection", "Forms", "Minority Opportunities", "Naviance", "Scheduling Error Form", "Scholarships", and "Standardized Tests".

Home > Counseling Dept Directory

### Counseling Dept Directory

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

!	<ul style="list-style-type: none"><li><a href="#">Career Ed WCASD</a></li></ul>	M
<ul style="list-style-type: none"><li><a href="#">I Counseling Department News and Events</a></li><li><a href="#">II Online Learning and COVID-19 Resources</a></li><li><a href="#">I/Calendar</a></li></ul>	<ul style="list-style-type: none"><li><a href="#">College &amp; Career Planning - WCASD</a></li><li><a href="#">College Counseling</a></li><li><a href="#">College Prep Timeline</a></li><li><a href="#">College Visit Form</a></li><li><a href="#">Counseling Staff</a></li><li><a href="#">Course Selection</a></li></ul>	<ul style="list-style-type: none"><li><a href="#">Minority Opportunities</a></li></ul>
*		N
<ul style="list-style-type: none"><li><a href="#">* 9th Grade</a></li><li><a href="#">* 10th Grade</a></li><li><a href="#">* 11th Grade</a></li><li><a href="#">** 12th Grade</a></li></ul>	<ul style="list-style-type: none"><li><a href="#">Forms</a></li></ul>	<ul style="list-style-type: none"><li><a href="#">Naviance</a></li></ul>
	F	S
		<ul style="list-style-type: none"><li><a href="#">Scheduling Error Form</a></li><li><a href="#">Scholarships</a></li><li><a href="#">Standardized Tests</a></li></ul>
		T

There are so many great resources on this page, including this presentation (Directions for the college application process) and our Senior Packet

The screenshot displays the Bayard Rustin High School website. The header features the school's logo (WC) and name, along with the principal's name, Dr. Michael Marano. Navigation links include 'Our School', 'Our Staff', 'Activities', 'Athletics', 'Counseling Dept' (highlighted), 'Library', 'For Parents', and 'For Students'. A secondary navigation bar contains icons for 'New Student Registration', 'Parent Portal', 'Menus', 'Seesaw & Schoology', and 'WCASD Google Apps'. The main content area is titled '\*\* 12th Grade' and includes a breadcrumb trail: 'Home > Counseling Dept > \*\* 12th Grade'. A 'Home' link is visible in the left sidebar. The main content area lists two resources: '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 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:

- I will be meeting with each of you individually during the months of September and October
- I have 64 seniors this year, so please make every effort to attend this meeting
- I will schedule these meetings around both your schedule and my schedule
- Parents are invited, but please let me know if they wish to attend. I cannot take special request times.
- If you have a question, please come and see me. Don't wait for your meeting.



# Final Thoughts

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- 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.