

CVHS COLLEGE APPLICATION PROCESS

Class of 2024

High School Portion of the College Application Process:

All senior students should be familiar with and be using Naviance to research careers and colleges. Students who are unfamiliar with Naviance or need assistance should contact Mrs. Ferguson - College & Scholarship Coordinator or their assigned School Counselor ASAP.



Three Basic Steps for Submission of College Application Documents:

1. Student will go to the college website and complete the application. Most websites do not open until August.
2. Student will then go into their Naviance Account and update the "Colleges I am applying to" section with the names of the schools.
3. Finally, a CV College Application Checklist must be completed. This is an internal form that allows us to track application submission. Documents will not be sent to colleges without this form.

Items to remember:

Teacher Recommendations – All teacher recommendation request go through Naviance. If a teacher recommendation is required, please speak to the teacher face to face prior to adding their name to Naviance. Once your teacher has agreed to create a letter for you, complete the "letter of recommendation survey" in the About Me" section of Naviance. In "Colleges I am applying to" click on Letter of Recommendation section and follow the instructions.

SAT & ACT standardized test scores – It is the student's responsibility to send the scores from the testing agency. www.collegeboard.org for SAT scores and www.actstudent.org for ACT scores.

Common Application / Coalition – Many colleges will give students the choice to apply directly to their school or use the Common Application or Coalition. While these are lengthier applications, they can facilitate many college applications. It is important that a student has a consistent email address. Naviance and Common Application link to send documents. During the application process, and prior to submitting a teacher's name for a recommendation, **you must complete the "FERPA" waiver. Also remember to "match" your Common Application and Naviance account.** This process is completed within the "Colleges that I am Applying to" section of Naviance.

CV College Application Checklist – Follow the instructions on this Google form to ensure your application is complete. The Checklist is accessible by using the QR code located on page (2) of this document and on the Counseling & Career Center website. Please complete the checklist for each college that you are applying to. Documents will not be sent to colleges without this form as a confirmation that the student has completed their portion of the application.

Deadlines/Timeliness – With over 650+ students in a senior class, we ask for a minimum of ten school days to process student paperwork. We suggest that allow three weeks for a teacher to complete a letter of recommendation. Please be aware of your deadlines.

Please use this QR Code to submit a College Application Checklist:



Please use this URL to submit a College Application Checklist:

https://docs.google.com/forms/d/e/1FAIpQLSesndd0Z_BWjHBfb7j1y3m9Eisbc54UHjRTFXUGtKDGolmIDg/viewform

We consider it very important to process your college applications correctly and efficiently. Please contact College & Scholarship Coordinator - Mrs. Ferguson or your School Counselor with questions.