COLLEGE APPLICATION PROCEDURES

School Information for Applications

Westlake High School, 27830 Hilliard Blvd., Westlake, OH 44145

Phone: 440-835-6352   Fax: 440-835-5572   (CEEB) School Code: 365-450

Class Size: 295   GPA: Weighted, 4 point scale

1. First, develop a list of colleges you are interested in, then narrow it down to schools you plan to apply to.
   - Recommend 3-5 total colleges (consider a safety school, a match, and a reach)
   - Ways to narrow down the list:
     - College Visits – many are open now for in-person tours. Schedule early!
     - WHS College Visits – over 60 admission representatives are scheduled to visit either in-person or virtually this fall!
       - Under the **Colleges** tab in Naviance, click "**Show More**", then "**Register Now**"
       - Show the confirmation to your teacher as a pass to come to counseling

   Using Naviance for College Research and Applications

   - Login to your Naviance account by clicking on the Naviance Student link on the counseling page of the high school website or going directly to student.naviance.com/whsoh.
     - Click **"Continue with Clever"** to sign into your account, or sign in through ClassLink. You no longer have a separate user name and password for Naviance.
   - Go to the Colleges Tab
     - For research, use the **SuperMatch College Search** or other features under "**Find Your Fit**"
     - **Scattergrams** will show where you fall on continuum of students from Westlake who have been accepted to a particular college based on your GPA and ACT or SAT scores.
     - Visit the college's information page on Naviance. Scroll to the bottom to see where your GPA and test scores rank in comparison to national as well as WHS averages.

2. The following steps are **REQUIRED if you are using the Common App**. Completing these steps allow your transcripts and recommendations, which are in Naviance, to be matched with your Common App and sent to your schools accordingly. To do this:

   <u>FIRST</u>
   - Log into your Common App account at commonapp.org.
     - If you have not created an account, you'll need to do so.
   - Under the "**Common App**" tab, complete the entire "**Education**" section so that it has a green checkmark (this is necessary since the Common App must know the high school you attend).
   - <u>You are not finished yet!</u> Make sure you complete the following…

- Go to "**My Colleges**." If no colleges are listed, go to "**College Search**" <u>add at least one college</u> to which you'll be applying.
- Click the FERPA Release Authorization, giving your counselor permission to send your transcript. Follow the instructions and click the following items:
  - ✓ I authorize every school that I have attended to release all requested records…
  - ✓ I waive my right to review all recommendations and supporting documents…
  - ✓ I understand that my waiver or no waiver selection above pertains to all colleges….

<u>NEXT</u>
- Go back to your Naviance account, and click "**Colleges I'm Applying to**" under the **Colleges** tab
  - A red banner at the top of the page indicates you have not yet sync'd your accounts. Click "**Match Accounts**"
- Enter the email address used in your Common App account.
- Once you've done this correctly and see the following, you are finished.
  - **Common App Account Matching – Complete!**
  - Your Common App account was successfully matched.
  - **FERPA Status:** Waived

  ** This step ensures that your Common Application and Naviance accounts are linked.
  All transcripts and letters of recommendation are sent through Naviance,
  so this step is <u>required</u> if you intend to apply through Common App.**

3. **Add colleges to your "Colleges I am Applying to" list**
   - Still working from Naviance, refer to the **Colleges** Tab.
     - If you have added colleges to the "**Colleges I'm Thinking About**" link that you plan to apply to, check the box to the left of the college name and click on "**Move to Application List**".
     - If not, go to "**Colleges I am Applying to**" and click on red plus sign on the right side of the banner. Search for the colleges by name, enter the type of application (early or regular) and how you're submitting (directly to the college or through Common App) and if you've submitted your application yet, then click "**Add Application**".

   - At the bottom of this page click on "Add Colleges". Once you hit submit, you will see a list of the colleges you've added. You will notice a column called "Delivery Type".
     - A small icon will appear for each college which will look like a stamp 🪡, a computer monitor 🖥, or a computer monitor with the letters CA inside 🖥.
       - 🪡 This icon means that your counselor must submit information via postal mail. You apply directly on the college's website or via mail.

       - 🖥 The computer icon means that your counselor can submit your academic information electronically. You apply directly on the college's website.

       - 🖥 This icon means that your counselor will submit your information electronically and that this college is part of the Common Application. If you have two (2) or more of this icon, you should consider applying through the Common Application website.

4. **Submit a paper Transcript Release Form listing each college to which you apply.**
   - Forms are in the Senior Google Classroom and the senior bulletin board in the counseling office
   - Each transcript is **$3 payable in exact change by cash** only to Mrs. Eason in the counseling office.
   - Remember to also update Naviance with any additional colleges you decide to apply to. If you add schools after submitting your initial transcript release form, your counselor *will not* be automatically notified; you must go see your counselor to add the additional schools and pay for the additional transcripts.

5. In response to many ACT and SATs canceled last spring, many schools have elected to remain test-optional for the 2022 admission cycle. If you choose to submit test scores, **release your official ACT or SAT scores directly to each college at [ACT.org](ACT.org) or collegeboard.com**. Your counselor cannot send official scores, you must have your scores sent directly from College Board or ACT.

6. Check first if the college requires a letter of recommendation. If so, **request letters of recommendation** as needed. Please note: you must allow at least **10 working days** *prior to the application deadline* for processing of recommendation requests.
   To do this:
   - Verbally request a letter from your teacher and/or counselor.
   - Complete the "Letter of Rec, About Me" survey in Naviance (click on "**About Me**" and then "**Surveys From Your School**"). This is an autobiographical sketch letting your teachers/counselor know what you are most proud of through your time in high school and helps us write more personalized letters.
   - Once the form is complete, request the letters from your teachers/counselor:
     - In Naviance under the **Colleges** tab, scroll down to "Letters of Recommendation"
       - Click "**Add Request**" and select a teacher
       - Select a college or colleges under "*Select which college(s) this request is for*"
         - This is important because some schools will only accept one letter, so unless you indicate otherwise, the first letter submitted is the one they will receive.

After your application is sent, it is your responsibility to check with the college to make sure they received **ALL** parts of the application. You can do this by checking online or calling the admissions office. **Give the college at least 2-3 weeks to show your transcript as being received (on their website, etc.)** because it takes time for them to link all the application materials to your college account. If they are missing any part of your application, notify your counselor.

If you have any questions about the application process, please reach out to your school counselor.
We're happy to help you navigate this process!