



College Application Procedures

CLASS OF
20
19

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: 307 GPA: Weighted, 4 point scale

1. First, develop a list of colleges you are interested in, then narrow it down to those to which you intend to apply
 - Recommend 3-5 total colleges (consider a safety school, a match, and a reach)
 - Ways to narrow down the list
 - College Visits
 - You are permitted three excused days from school to visit colleges, just be sure to get a signed letter from the college to verify your attendance
 - WHS College Visits – over 80 admission representatives are scheduled to come to the high school to talk to students!
 - Under the Colleges tab in Naviance, click on “View all upcoming college visits”, then click on “Sign Up”
 - Print a copy of your registration confirmation. The teacher whose class you will miss must sign the registration and use the registration as your pass

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.
 - Your username is your @mywlake email address
 - Your username is your last name (or last name, then first name if it's not six characters). You chose if your last name was capitalized or not. Questions? See your counselor.
 - Go to the Colleges Tab
 - For research, use the SuperMatch College Search or other features under College Research
 - 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.
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. To do this:

FIRST

- 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).
- You are not finished yet! MAKE SURE YOU COMPLETE THE FOLLOWING!

- Go to “My Colleges.” If no colleges are listed, go to "College Search" add at least one college 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....

THEN

- Go back to your Naviance account, and click “Colleges I'm Applying to” under the Colleges tab
 - 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 required 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, check the box to the left of the college name and then click on “Add Colleges To 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”.

Please note, once you have matched your Common App and Naviance accounts, your list of colleges you are applying to will automatically update to reflect what is listed in Common App.
- 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 “Submission 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.

You’re almost there! Keep reading...

4. Submit a paper Transcript Release Form to your counselor listing each college to which you apply. The forms are in the counseling office on the senior bulletin board. Each transcript is \$3 payable by cash only. We do not use Naviance to request transcripts.

- 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. Release your official SAT or ACT scores directly to each college at collegeboard.com or actstudent.org. 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 Counselor and Teacher Recommendation request in Naviance (click on “About Me” and then “Surveys”). 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 “Apply to Colleges”
 - Select “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.
- If you apply to additional colleges that require letters of recommendation, you will need to request that your recommenders send to the additional schools as well – they will not automatically be sent.

7. After you have submitted your college applications, please remember to go back into your Naviance account and update your application status.

- Log into Naviance.
- Go to “Colleges” and “Colleges I’m Applying To”.
- Click on the  to edit and check “I have submitted my application”
- Click on Update applications

After your application is sent in, 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!*