



New Albany High School

The College Application 5 Step Process

NAHS School & College/Career Counseling Department
NAHS Counseling Webpage: <https://www.napls.us/Page/4168>

Mrs. Evelyn Alton	College/Career Center Assistant	alton.1@napls.us 614-413-8316
Mrs. Jill Cuthbert (A-C)	School, College/Career Counselor	cuthbert.1@napls.us
Mrs. Stefanie Drugan (D-Hi)	School, College/Career Counselor	drugan.1@napls.us
Ms. Colleen Reinohl (Ho-Mc)	School, College/Career Counselor	reinohl.3@napls.us
Mr. John Longo (Me-R)	School, College/Career Counselor	longo.1@napls.us
Ms. Julie Horning (S-Z)	School, College/Career Counselor	horning.1@napls.us
Mrs. Sarah Mele	Counseling Dept. Secretary	mele.1@napls.us 614-413-8310

Join our Schoology Page!

helpful tips for all aspects of the application process (including essay prompts)

[Your Future -Career & College Planning: Class of 2023](#) Access Code: **C726-MKP4-SHRHF**

[College Counseling Appointments](#)

Seniors are highly encouraged to schedule an appointment with their counselor.

[Book Now!](#)

Drop In Hours 7:30-3pm in College/Career Center (E Office)

Daily for GENERAL questions. *Any student can pop in any day.*

Monday	Jill Cuthbert
Tuesday	Stefanie Drugan
Wednesday	Colleen Reinohl
Thursday	John Longo
Friday	Julie J. Horning

5 ACTION STEPS

1. BUILD A LIST
2. SEND TEST SCORES (if needed/preferred)
3. COMPLETE APPLICATIONS
4. REQUEST TRANSCRIPT via NAVIANCE
5. GET LETTERS OF RECOMMENDATION (if needed)

ACTION 1 BUILD A GREAT LIST!

Have you identified schools you could see yourself attending? Do you have two safe schools you're sure will admit you & you would be happy to attend?

Most students apply to 4-8 colleges, we want you to have choices.

In Naviance, ADD colleges to your list on the “*Colleges I am Thinking About*” tab **include ALL colleges you plan on applying to.** See your counselor to review your list.

Meet with visiting College Representatives! Sign up through Naviance and also virtual online visits are available via college websites.

ACTION 2 SEND TEST SCORES TO COLLEGES IF REQUIRED ([List of Test Optional Colleges](#)) –Check Year (2023)

How to send scores to colleges requiring official ACT & SAT score reports? To send test scores to colleges, log into your ACT or College Board accounts and follow the prompts to send the reports. ACT & College Board send score reports in batches. It is not an immediate process. To assure your scores are received by the college deadlines, order reports weeks in advance!

ACT: www.actstudent.org **SAT, Subject Tests, AP:** www.collegeboard.org

Note: ACT, SAT, SAT Subject Tests & AP scores are NOT listed on NAHS transcripts.

ACTION 3

COMPLETE APPLICATIONS

Be mindful of deadlines!!!!

You can apply to nearly all colleges online.

- a) Apply directly through the college website **OR**
- b) Apply using The Common Application www.commonapp.org
- c) Apply using The Coalition Application www.coalitionforcollegeaccess.org

COMMON APP ESSENTIAL INSTRUCTIONS

The following steps **MUST** be completed **BEFORE** your counselor can send any materials and before moving onto ACTION STEPS 4 & 5.

Create an account www.commonapp.org (make a note of your user name and password)

- Make sure your email in Common App and Naviance ARE THE SAME! -

**Information requested on Common Application
High School Details, Counselor Information and Education Info**

High School Name	New Albany High School
High School Address	7600 Fodor Road New Albany, OH 43054
CEEB Code	363630
Graduation Date	May 27, 2023
Graduating Class Size	455
Counselor Job Title	School & College Counselor
Counselor Telephone #	614-413-8300
GPA Scale (select from dropdown menu)	4.0
GPA Weighting (select one)	Weighted
Class Rank Reporting (select one)	None, NAHS does not report rank
Course Scheduling System (select one)	semester

IMPORTANT STEPS TO MATCH COMMON APP TO NAVIANCE BELOW:

This must be completed before counselor can send any materials

1. COMMON APPLICATION

- Log on to your Common App account www.commonapp.org
- Go To **College Search Tab** -add colleges that you are applying to
- Go to **Education Tab** -add NAHS as your high school
- Go to **My Colleges** -sign FERPA

2. NAVIANCE

On Naviance, link/match your Naviance Account to your Common App Account!

Log onto your Naviance account <https://student.naviance.com/new-albany>

- Go to “**Colleges I’m Applying To**”
- In the box at top of page, click on “**Match Accounts**”
- Enter your Common App email and your birthdate in boxes at bottom of page.
- Click “**Match Accounts**”
- Common App schools should now appear on your *Colleges I’m Applying To* list.

See Mrs. Alton in College Center if you need help logging into Naviance.

Many colleges and universities do not require self-report transcript (grades/credit) information in their admissions and enrollment management processes. However, **If you are applying to a school/college requiring self-reporting of courses/grades from your transcript, see below on examples of how to enter this information in the courses/grades section.**

List of colleges requiring self-report of courses and grades on transcript on 22-23 Common app

The screenshot shows the 'Courses & Grades' reporting interface for a 9th grade transcript. The form is titled 'Courses & Grades – 9th grade' and includes a 'View walkthrough' button. The transcript is for 'New Albany High School' for the school year '2021-22'. The grading scale is set to 'A-F' and the schedule is 'Semesters'. The form contains a table with columns for Subject, Course Name, Course Level, Semester Grades (S1, S2, Final), Semester Credits (S1, S2, Final), and N/A. The table lists five courses: Algebra 1 (Honors), Humanities English 9 (Regular/Standard), Public Speaking (Regular/Standard), World Civilization CSCC (Dual Enrollment), and AP Biology (Advanced Placement (AP)). Each course row has dropdown menus for subject, course name, and course level, and input fields for semester grades and credits. There are 'Add a Course' and 'Continue' buttons at the bottom of the form.

Subject *	Course Name *	Course Level *	Semester Grades *			Semester Credits *			N/A
			S1 *	S2 *	Final *	S1 *	S2 *	Final *	
Algebra	Algebra 1	Honors	B+	B+	B+	0.0	0.0	1.0	<input type="checkbox"/>
English	Humanities English 9	Regular/Standard	A	A	A	0.0	0.0	1.0	<input checked="" type="checkbox"/>
English	Public Speaking	Regular/Standard	B			0.5	0.0	0.0	<input checked="" type="checkbox"/>
History/Social Science	World Civilization CSCC	Dual Enrollment	A-	A-		1.0	1.0	0.0	<input checked="" type="checkbox"/>
Biology	AP Biology	Advanced Placement (AP)	B	B	B	0.0	0.0	1.0	<input checked="" type="checkbox"/>

ACTION 4 REQUEST TRANSCRIPT VIA NAVIANCE*

***IMPORTANT! ALL STUDENTS MUST HAVE PARENT PERMISSION GIVEN THROUGH THE 22-23 TRANSCRIPT RELEASE FORM (Google Permission Form) BEFORE ANY TRANSCRIPTS CAN BE SENT TO COLLEGES! Contact Mrs. Alton in College Center to verify this step is complete.**

Requesting a transcript by following the instructions below, signals your counselor to prepare and send required materials such as counselor evaluation/school forms, your transcripts, school profile, etc. to the *colleges you indicate*.

2022-2023 NAHS Processing Deadlines

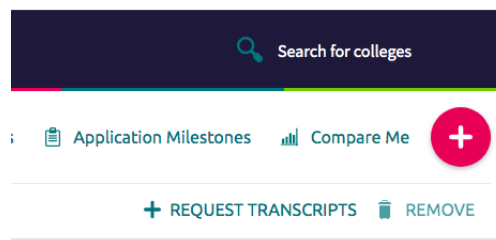
College/University Application Deadline	NAHS DEADLINE TO REQUEST TRANSCRIPT (submit request via Naviance)
October 15	September 19
November 1	October 3
December 1	November 7
Jan 1 through Mid-Jan.	November 14

STUDENTS MUST MEET NAHS PROCESSING DEADLINES!

Allow 3 weeks MINIMUM for NAHS staff to process materials BEFORE the college or scholarship deadline!

How to Request Transcripts via Naviance:

- Log onto your Naviance account: <https://student.naviance.com/new-albany>
- Click on the “**Colleges**” tab at the top right of the Naviance Student homepage and Click on “**COLLEGES I’m applying to**”
 - you may search for additional schools to add to your list by clicking on the pink “+” button on the right and then typing in the college you want to search for:



- When you add schools, be sure you do the following:
 - Complete the required drop downs:
 - **VERY IMPORTANT!!! PLEASE DOUBLE CHECK ACCURACY!**
 - **PLEASE SELECT THE CORRECT DEADLINE DATE** (from the app type drop down menu) for each school!
 - **PLEASE SELECT THE CORRECT APPLICATION TYPE** (via common app or directly to institution, or other) for each school!
 - check the box to ‘ADD AND REQUEST TRANSCRIPT’ in Step 1

STEP 1 — STEP 2
Add Application — Request Transcript

Which college are you applying to?
 ✕
 Colleges already in your application list would be unavailable for selection.

App type
 ▼

I'll submit my application
 ▼

I've submitted my application

- Check “Initial” transcript and “REQUEST AND FINISH” to finalize the request in Step 2

Note: If you have previously added colleges you are applying to and did not originally request a transcript, you may do so by checking the box next to the college & click “+ request transcripts”

Colleges I'm applying to 🔍 Search for colleges

📄 Manage Transcripts 📊 Compare Me +

+ = extended profile available + REQUEST TRANSCRIPTS 🗑 REMOVE

College	Type	Deadline	Transcripts	Office materials	Submission Type ℹ	Application
<input checked="" type="checkbox"/> University of Arkansas	RD	Regular Decision August 1		Pending		Submitted▼ ✎ EDIT ⋮ MORE

Unsure if your transcript has been sent? You may always click on “Manage Transcripts” to see the status of your transcript request. ***This request is still pending:***

Colleges I'm applying to 🔍 Search for colleges

✓ **Your Common App account has been matched.**
Your FERPA status is waived. You're ready to apply to colleges using Common App.

[📄 Manage Transcripts](#)
 [📅 Application Milestones](#)
 [📊 Compare Me](#)

* = extended profile available

College	App Type i	Deadline	Transcripts	Office materials	Submission Type CA	Application i	
* Bucknell University	Regular Decision - Fall 2023	Jan 15	requested	Pending	CA	Unknown ▼	MORE
University of Colorado Boulder	Early Action - Fall 2023	Nov 15	requested	Pending	CA	Unknown ▼	MORE
* University of Georgia	Early Action - Fall 2023	Oct 15	requested	Pending	CA	Unknown ▼	MORE

STUDENT ATHLETES: Thinking of playing a Division I, II or III sport in college? The first step is to register with the NCAA Eligibility Center. Then request a **Transcript Release** via email request to Mrs. Alton.

ACTION 5 only if needed RECOMMENDATION LETTERS

Important Notes:

- **Please be aware that many colleges DO NOT require recommendation letters** such as OU, Kent, BGSU, Akron, OSU, and two is often the most that are required. Please DO NOT request a letter if your colleges do not ask for a letter and DO NOT ask for more than will be accepted by the college(s)! Many colleges will limit how many you are allowed to send.
- **ONLY NAHS staff can send letters through Naviance.** If your recommender is not on NAHS staff, provide them with a link via common app to send a rec letter or give them an addressed, stamped envelope to mail the recommendation letter directly to the college. Include a hard copy of any forms required.
- **NAHS does not release recommendation letters to students.**

- Teachers spend a lot of time outside of school hours writing on the behalf of our students. Please use your very best, most genuine manners when asking for letters and for showing gratitude.
- Feel free to provide teachers a copy of a resume or a list of your activities, sports, volunteer service, your intended major (even if undecided), etc.

LETTERS OF RECOMMENDATION PROCESS

Please read all of the steps below BEFORE requesting.

1. Research each college to see how many letters, if any, are required for admission.
2. Ask your teacher(s) IN PERSON if they would write a positive letter of recommendation.
3. Common App Schools? Match your Common App with Naviance (see STEP 3). Your Common App schools will appear in Naviance on the “Colleges I’m Applying To” tab.
4. Non-Common App schools? You will need to manually add non-Common App schools onto your “Colleges I’m Applying To” list before you can request any letters.
5. Log into Naviance. Select the **Colleges** tab at the top of the page, select “**Colleges Home**”.
6. Under the “**Apply to Colleges**” section, click “**Letters of Recommendation**”.
7. Click **Add Request**
8. Select a teacher*
9. **Select the option “choose specific colleges” from your *Colleges I’m Applying to* list.** Note how many letters of recommendation are required for each college.

!THE FOLLOWING IS VERY IMPORTANT!

DO NOT select the option, “All and Future colleges I add to my *Colleges I’m Applying To* list”.

10. **Instead, specifically select which colleges you want each teacher to write letters for.**
11. Optional: Include a personal note if you want.
12. Submit Request.
13. If you need more than one letter of recommendation from a teacher, click Add Request to add another teacher. *Common App schools will only let you request the # of letters they accept/allow.*

Once you complete your 5 Action Steps, CONGRATULATIONS!



you did it!

