SEHS COLLEGE APPLICATION PROCESS

I. NAVIANCE     II. COUNSELING REQUIREMENTS     III. TRANSCRIPTS     IV. TEST SCORES

Counselors use Naviance Family Connection to track student applications: (http://connection.naviance.com/southeugene). Please keep and check this guideline page frequently during your Senior year. If you have any problems or questions about your Naviance Family Connection account please see the Counseling Office or the College/Career Center at SEHS.

I. Requirements in Naviance:

1. Update the “my game plan” section. Your ideas may have changed from Junior year.

2. In the “my colleges” section enter any colleges you are considering under “colleges I’m considering” section. Updating frequently enables the College/Career Center and Counseling Office to share information about particular colleges with students. If you plan on applying, move colleges to the “colleges to which I am applying list.” Counselors cannot submit recommendations until students move colleges to the “applying to” list.

   A. IMPORTANT: A privacy notice box will appear on your “my colleges” page regarding your right to view the counselor’s recommendation. This is the electronic version of what also appears on the paper Common Application. Checking “Yes” and “I authorize” enables your counselor to submit the Common App School Report Forms electronically. See your counselor if you have questions.

   Note: The user name and password requested here is the same one you used to apply electronically using the Common Application website. (Note: Not all colleges use the Common Application).

   B. When applications are complete, return to “my colleges” and update “Colleges to Which I’m Applying”:
      -click on “have you applied” beside each college on your list
      -check the box “I have submitted my application”
      -select: App Type
                  Result (when you know)
                  Interest
      Click update at the bottom. Remember to complete this periodically.

3. Complete the “senior questionnaire – personal data form –sehs”. The counselors use this self reported information to write their recommendations for the Secondary School Report/Counselors Recommendation form.

4. Complete the “teacher recommendation form”. Teachers at South use this information to write a recommendation for you. Other teachers may have their own paper form for you to fill out. Remember to ask for recommendations well in advance of when you need them.
II. SEHS Counseling Office Requirements:
1. Sign up for your Senior Interview

2. Pick up the Counselor/College Recommendation packet from Melinda in the Counseling office. **Follow instructions and dates closely and turn back in.**

3. Turn in your completed Counselor/College Recommendation materials to Melinda.
   a. **If the college uses the Common Application,** no hard copy is needed. Counselors will send the Secondary School Report electronically. Because of this, SEHS students must apply online if they use the Common Application.
   b. **If the college requires a Secondary School Report and does not use the Common Application** turn the following into Melinda:
      - the Secondary School Report (also called the Counselor Recommendation Form) for each college that requires and includes one in their college applications.
      - stamped, addressed envelopes for each college/counselor report

Plan ahead, as a **two week lead-time** (longer across holidays) is required for the counselors to process the forms and recommendations. See schedule below

**IMPORTANT:**

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<thead>
<tr>
<th>College Application Postmark Deadline</th>
<th>Counselor Recommendation Turn-In Deadline</th>
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<tbody>
<tr>
<td>November 1, 2010</td>
<td>October 18, 2010</td>
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<td>November 15, 2010</td>
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<td>March 1, 2011</td>
<td>February 15, 2011</td>
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III. Ordering Transcripts
Order an official transcript for each college application from the finance office at SEHS. Transcript requests must be accompanied by an addressed envelope for each college.
- Include $2 for each transcript. Allow at least one week lead time!
- **Oregon University System:** (UO, OSU, PSU, OIT, SOU, and EOU) & **Common Application School.** South sends these transcripts electronically. **No envelope is needed for these schools**

IV. SAT and ACT scores
You must request that College Board (SAT) and/or ACT send your test scores to colleges. Score requests from College Board (SAT) or ACT can take up to six weeks unless the student requested score reports sent when they registered for the tests. This can be checked online. See Virginia or Kathy in the Career Center if the cost of sending test scores is a problem. Some colleges do not accept “rush” scores--check directly with the college before ordering this type of score.