

WRHS Counseling – College Applications

California State University (CSU) – <https://www2.calstate.edu/apply>

There are 21 CSU Campuses. You can apply to 1 or all of them from a single website. If you plan on applying to any of the following schools you will do so via the Cal State Apply Website. There is a charge for each school you apply to (approx. \$55 per school). Students can apply for fee waiver within the application. The **deadline for all Applications: Nov. 30th**! You can file the application as early as October 1st. Be sure and read all instructions! No letters of recommendation are required for these schools. There is no essay for this application. Transcripts are only needed when requested and done so via our Registrar's office, in writing. DO NOT request via NAVIANCE. Send SAT and ACT transcripts directly from College Board or ACT to Cal State Apply 3594 so all campuses receive the report.

Cal Maritime	Cal Poly Pomona	Cal Poly San Luis Obispo	CSU Bakersfield
CSU Channel Islands	CSU Chico	CSU Dominguez Hills	CSU East Bay
CSU Fresno	CSU Fullerton	CSU Long Beach	CSU Los Angeles
CSU Monterey Bay	CSU Northridge	CSU Sacramento	CSU San Bernardino
CSU San Marcos	CSU Stanislaus	Humboldt State	San Diego State
San Francisco State	San Jose State	Sonoma State	

University of California (UC) Schools -

<http://admission.universityofcalifornia.edu/how-to-apply/apply-online/>

There are 9 University of California Campuses in California. You can apply to 1 or all from this website. If you plan on applying to any of the following schools you will do so via the provided web address. There is a charge for each school you apply to (approx. \$70 per school). The **deadline for all Applications: Nov. 30th**. Make sure and read all instructions! No letters of recommendation are required for these schools (unless requested by the school). There is an Essay (Personal Statement) required for this Application. You can start application as early as August 1st but cannot submit until Nov. 1st. Transcripts are only needed when requested and done so via our Registrar's office, in writing. DO NOT request via NAVIANCE. Send SAT and ACT transcripts directly from College Board or ACT.

UC Berkeley	UC Davis	UC Los Angeles
UC Merced	UC Riverside	UC San Diego
UC Santa Cruz	UC Irvine	UC Santa Barbara

Common Application – www.commonapp.org

Over 700 Colleges/Universities utilize the Common Application. Many private and out of state schools will ask that you complete their application by using the Common App online. It is broken down into two major components which are the Central Application and the Supplements. The Central Application will house all your general information that the colleges want (name, address, DOB, essay). While the supplements are the specific information that each school needs that is unique to their campus. The deadlines will vary depending on the campus (**it is your responsibility to keep track of the deadlines**). Most schools will require you to have additional essays, Teacher Letter(s) of Recommendation and a

Counselor Secondary School Report (SSR). **Requests for Regular Decision Secondary School Reports must be made, in person with the Counselor by October 29, 2019. Requests for Early Action and/or Early Decision are due Sept. 6, 2019. This includes campuses that have early deadlines (prior to 10/15).** If you miss this deadline, the Counselor cannot guarantee that it will be turned in on time. Please Note: The SSR requires a Counselor Evaluation to be included in the report. Therefore, completing the “Senior Brag Sheet” is an important tool in helping us to do so. Teacher Letter(s) of Recommendation must be made at least 3 weeks prior to application deadline. Application costs will vary by school.

School Specific Application/Supplements

Some schools prefer to use their own application which is usually located on the University’s website listed under “Undergraduate Admissions Application”. Often schools will offer students the opportunity to utilize either the Common App or their school specific application. Both are accepted, it does not make a difference which one you use but if you are unsure you can give the University a call. Otherwise, the WR Counselors would prefer you utilize the Common App if you are applying to other Common App schools so we can submit all your documents at one time. Again, application dates and deadlines will vary so it is your **responsibility to know what schools require and the deadlines for everything.**

Transcripts: How to Request...brief overview

Transcripts can be a little confusing so it is important to read all the instructions and take note of college deadlines to ensure you provide them with WRHS transcripts. A few quick guidelines to help make your life a little easier:

If it is a **Common App School**, your Counselor will include a transcript as part of the Secondary School Report (assuming you have followed the steps and invited them to submit an SSR). The Counselor will also submit a Mid-Year Report (includes your transcript) to all those schools you applied to as part of the Common App. The Mid-Year reports require 1st semester grades and therefore will not be submitted until the end of January. The Counselor will NOT automatically send a Final Report. That is your responsibility to request via the Registrar’s office when the time comes.

If it is **not a Common App School**, then you will need to closely check to see when they want it. Many School Specific Applications will ask to send your transcripts electronically and oftentimes ask for your Counselor’s information before doing so. If that is the case, you must include these schools on your College Application Checklist so we can be sure you and your parents have approved this school.

If the school does not give either of these options, then you will need to request an “Official Transcript” from our Registrar’s Office. Be sure you have the name of the school and address where the transcripts will be sent.

For UC/CSU Schools: You do not send them until they ask and/or direct you otherwise in the instructions. When they do ask, you will request to have them sent via the Registrar’s Office.

SAT/ACT: West Ranch does not send Official SAT/ACT scores. In order to do so, you will need visit CollegeBoard.com or ACT.org to send official scores.

Types of Admissions, Financial Aid and FERPA Defined

There are different types of admissions plans. Be sure you understand each type of admission plan and the guidelines before you make a decision.

Early Decision Plans: You can apply to only one Early Decision college. If the college accepts you and offers you enough financial aid, you must go to that college. That's why these plans are referred to as "binding." Some colleges have two early deadlines, called *Early Decision Deadline I* and *Early Decision Deadline II*. They both work the same way, but the second deadline gives you more time to decide whether to apply early. Although you may apply to additional colleges through the regular admission process, you must withdraw all other applications if you're accepted by this college.

Early Action Plans: You can apply to more than one Early Action college. If you're accepted, you can say yes right away or wait until spring to decide. You can also decline the offer.

Single-choice Early Action Plans: You can apply early to only one college. Otherwise, these plans work the same as other Early Action plans. You can still apply to other colleges through the regular admission process. You don't have to give your final answer to the early application college until spring.

Applying early can be a good idea if you're sure about which college you want to attend and you exceed the admissions requirements for that school. That means you've researched its programs and, if possible, visited its campus. But think twice about applying early if: you want to compare admission and financial aid offers from several colleges. You'd benefit from having another year of high school work to show colleges. In other words, if 12th grade grades and test scores will help enhance your application.

Regular Admissions: The most common option for College and Universities. All students submit their application by a specific date, usually between November and February.

Rolling Admissions: Very common at larger schools, usually state schools. This allows students to apply anytime within set admissions cycle. This is usually from September through July. Once the school receives the application they will review and send an admissions decision. Admissions are granted on first come first served basis so earlier is better.

FERPA in the Context of College Applications gives you the right to review confidential letters of recommendation under certain circumstances IF:

- You are enrolled in college and that college saves the recommendations for enrolled students, OR
- You are 18 or older.

In the application you'll be asked if you want to waive this right. Why would you want to do that?

- Waiving your right lets colleges know that you do not intend to read your recommendations, which helps reassure colleges that the letters are candid and truthful. **(RECOMMENDED)**
- Some recommenders may refuse to write a letter for you unless you waive your rights. Check with your counselor or teachers to see if any of them follow such a policy.

Still unsure how to respond?

- That's OK. Many students are. Before you respond to the FERPA waiver question, take a moment to discuss your decision with your Counselor, another school official, or your parent/legal guardian.

For more information on FERPA <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
FERPA information provided by Common App FAQ

Financial Aid Quick Reference

What is federal student aid?

It's money from the federal government that helps you pay for college, career school, or graduate school expenses. Aid is available through grants, work-study, and loans. Every student who meets certain eligibility requirements can get some type of federal student aid, regardless of age or family income. Before you apply, get an estimate of how much aid you could get at StudentAid.gov/fafsa/estimate.

How do I apply for aid?

You need to complete the Free Application for Federal Student Aid (FAFSA®) form at fafsa.gov. Students and parents will need an FSA ID to sign the form online. You'll also use your FSA ID to access information about your financial aid on U.S. Department of Education websites. You can create an FSA ID in advance or while you fill out the FAFSA form. To find out more about the FSA ID, visit StudentAid.gov/fsaid

When should I apply?

Each October, the FAFSA form is available for the next school year. You'll need to reapply for aid every year you are in school.

Who gets federal student aid?

- Visit <https://studentaid.ed.gov/sa/fafsa> for eligibility, and how to guides

What is AB540 and Do I Qualify? California Dream Act & Financial Aid – AB540

Assembly Bill 540 was signed into law in October 2001 and allows eligible undocumented, legal permanent resident and U.S. citizen students to pay in-state tuition at public colleges and universities. In order to qualify, you must meet ALL of the following requirements:

1. Attend a California high school for 3 or more years;
2. Graduate from a California high school or receive the equivalent, such as a GED; and
3. Submit an affidavit to the California public college or university you are attending or plan to attend.

IMPORTANT INFORMATION AND DEADLINES FOR SENIORS

- ☑ Please note that all outside course work **MUST** be completed (final exam taken) **prior to Winter Break**. Coursework taken after this deadline may not be counted towards graduation. Have official transcripts sent to the Registrar's Office. You are not permitted to take a class needed for graduation at COC during the winter or spring semester of your senior year.
- ☑ Attend **College Workshops and Watch Webinars** – Check Senior Page on the website and Naviance for dates Senior College Workshop, August 29, 2019 at 6pm held at WR.
- ☑ Take and/or retake the **SAT (with Essay) or ACT exam (with writing)**, if necessary (UC/CSU will not take any scores from any exams taken after December). Have scores sent directly to University so admission decisions are not delayed. Send scores directly from College Board or ACT. You only need to send 1 to CSU (Cal State Apply) and all schools will get them – Code 3594 (check that code has not changed). For UCs, just send to 1 UC and they will all have access to them. Private, will need to send to each individual school. Don't forget to add the writing for both tests.
- ☑ Make sure you are aware of **college application deadlines!** Make a calendar so you can keep track. Do not wait until the last minute to apply! UCs and CSUs are due Nov. 30th. Refer to types of College Apps. Handout (provided via email, Counseling Office and on Naviance).
- ☑ Complete Mandatory Senior Brag Sheet 2.0 for Recommendations located in Naviance (good to do this over summer).
- ☑ **Secondary School Report:** If you need a Secondary School Report (SSR)/ Evaluation from your Counselor, you will need to fill out the **Secondary School Report/Evaluation Request Form**. If you plan to apply EA or ED then you will need to do this no later than Sept. 6th. If you are applying Regular decision then your deadline is no later than Oct. 29, 2019. If you miss this deadline the Counselor may not be able to meet the appropriate deadline nor provide an extensive evaluation.
- ☑ Start researching if you need **Letters of Recommendation from your Teachers**. Ask at least 3 weeks prior to application deadline. Letters of Recommendation are not given directly to student.
- ☑ **Pick your classes wisely.** If you drop or fail any classes after you apply to an university it is **your responsibility** to notify the school. A change in schedule may jeopardize admissions.
- ☑ Find out which **Financial Aid** applications your colleges require and when the forms are due. Some private colleges and universities may require that you register for CSS/Financial Aid PROFILE at this time (CollegeBoard.com). COC will offer a Financial Aid Workshop in January for all students.
- ☑ Cal Grant and FAFSA are due March 2nd. Please note that **Cal Grant GPA verification will be sent electronically (via the district) unless family opts out of it being sent.**
- ☑ **Athletes** interested in playing Division I or Division II sports in college should register with the NCAA Eligibility Checklist also available on Athletics Website. Please note that ensuring eligibility for NCAA is the responsibility of the student and parent. For assistance please consult with your Counselor.
- ☑ If a **Mid-Year Report** is required, it is your responsibility to follow up with the counselor. Most reports are due in February. Counselors will automatically send those required from Common App. All others, a request must be made. If official transcripts are needed for "non-Common Application" schools, requests are made, in writing, through the Registrar's Office.
- ☑ Frequently visit "**Naviance Student**" for updated scholarship information. Update your Student Email and Check Naviance often. Lots of informative emails to come!!!

Secondary School Report (SSR)/Counselor Evaluation Request Steps and Deadlines and College Information Packet

Dear Senior,

If you are applying to a private university or an out-of-state public university that requires a counselor recommendation form, a secondary school report (SSR), and/or a counselor letter of recommendation, we are pleased to do this for you! Please read over all the information in this packet first.

Counselors, teachers, and school faculty voluntarily write college recommendations to support you in meeting your college goals. We create individualized recommendations and because of the time this takes to complete for you, we ask that you adhere to the required steps and deadlines. If you miss the deadlines and/or fail to follow one of the steps listed, your Counselor cannot guarantee that you SSR and Evaluation will be submitted on time.

Please see table below for Mandatory Form Due Dates to Counselor:

If Applying Early Action/Early Decision or Due Date prior to 10/15	If Applying Regular Decision	If Applying UC/CSU
<u>DEADLINE: Sept. 6, 2019 by 3pm</u>	<u>DEADLINE: Oct. 29, 2019 by 3pm</u>	<u>NO Forms Required for Counselors</u>
✓ Read the “Types of Admissions” definition on the paper provided to determine if this is the correct decision for you		
✓ Check College Application Deadlines – You will need to list them correctly for the Counselor	✓ Check College Application Deadlines – You will need to list them correctly for the Counselor	✓ UC/CSU Applications are Due Nov. 30th
✓ Attend WR Senior Workshop	✓ Attend WR Senior Workshop	✓ Attend WR Senior Workshop
✓ Complete Brag Sheet (Parent and Student) in Naviance	✓ Complete Brag Sheet (Parent and Student) in Naviance	
✓ List Colleges in Naviance	✓ List Colleges in Naviance	✓ List Colleges in Naviance
✓ See Counselor to Request and Turn in “SSR /Evaluation Request Form”	✓ See Counselor to Request and Turn in “SSR /Evaluation Request Form”	
✓ Sign Stu. Authorization Release Form	✓ Sign Stu. Authorization Release Form	
✓ Complete Education Section in Common App/Waive FERPA	✓ Complete Education Section in Common App/Waive FERPA	
✓ Once Counselor has said yes, send Invitation from Common App or other Application within 24 hours	✓ Once Counselor has said yes, send Invitation from Common App or other Application within 24 hours	



West Ranch High School

“Home of the Wildcats”

Student Authorization Form to Release Information

Please read the following statements and sign below if you are requesting a counselor evaluation, secondary school report, and/or letter of recommendation from your Counselor.

- I and my parent(s)/guardian(s) authorize the release of my school transcript and other school records to the colleges and universities to which I apply.
- I and my parent(s)/guardian(s) understand that the counselor evaluation, secondary school report, and/or letter of recommendation are confidential and hereby waive access to them.
- I and my parent(s)/guardian(s) understand that West Ranch High School will inform colleges of any disciplinary violation related to academic or behavioral misconduct through and including the senior year.
- I acknowledge my obligation to be honest with my counselor and with the colleges to which I am applying.

Student Name

Student ID #

Student Signature*

Date

Parent/Guardian Signature*

Date

*Print this document first then sign and obtain parent or guardian signature in the lines above before submitting this form to your counselor.