

COMMON APP / NAVIANCE

Common App – How to set up your account:

Log in to commonapp.org

Select “Create a new account”



You will need to select “I am a first year student”



The next screen is where you will set up your email and password. For the email:

*** DO NOT USE YOUR SCHOOL EMAIL (IT WILL BE DEACTIVATED WHEN YOU GRADUATE)**

*** Colleges see this email so if you have one from when you were younger that is**

kind of silly, you might want to think about creating a new “grown up” email.
* **WRITE YOUR EMAIL AND PASSWORD DOWN SO YOU DON'T FORGET IT!!!**

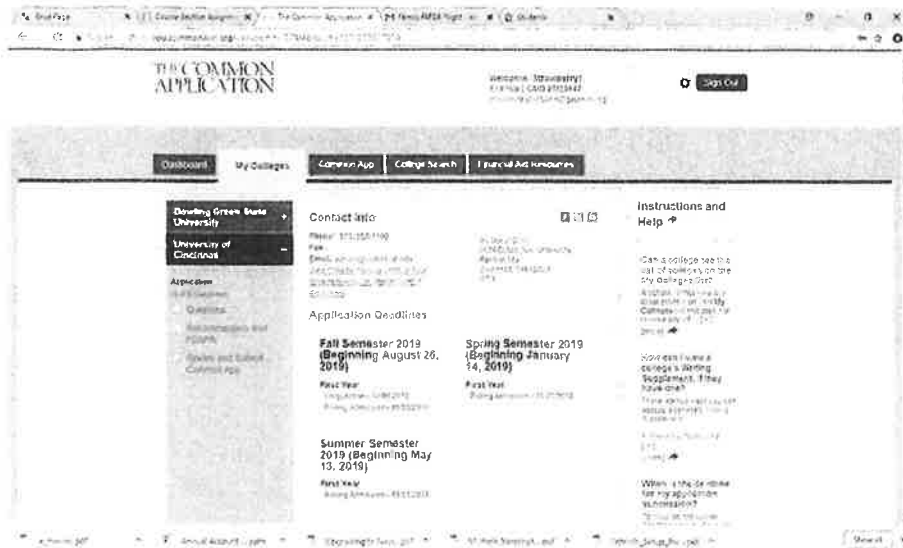
Now that your account is created, it is time to start working in common app – this process does take a while so do not plan on completing it all at once. There are some things you will actually complete out of order first to get your account ready and then you can go back and complete the rest.

First thing you want to do is add your colleges – You can find any of your colleges under the tab called “**COLLEGE SEARCH**”. You must add at least one (You can always add more later if you decide) – As you add colleges, they will populate into your “Dashboard” as well as your “My colleges” tabs.

This is what your **DASHBOARD** looks like once schools are added – it basically shows you a summary of the schools that you are planning to apply to



The **MY COLLEGES** tab will be one that you will use the most (the other will be the **COMMON APP** tab which we will get to later)



On the left hand side of the screen you will see each of the colleges you selected. As you click on the (+) next to each college you will see specific information about each school. Please pay close attention to what each school requires. This page will list things like:

- Deadlines for regular admission
- Deadline for Early Action (NON BINDING)
- Deadline for Early Decision (BINDING)
- How many and what type of recommendation letters are required (if any)
- Contact information for the college / university
- ETC

One of the next things you will need to do is go to the **COMMON APP** section for just a moment and add your high school information. This step will link your information to Beavercreek. Under the Common App tab, there are several different sections that you will need to complete (profile, family, education, etc). As you complete each section, a green check mark will appear in the box indicating it is completed. For now, skip to the education section and complete that section. Make sure you complete the part that asks about your secondary school – you can search for **Beavercreek High School** or if you want to put in the CEEB Code it is **365660**.

Further down on the same page, you will be asked to put in Counselor information. **MAKE SURE YOU ADD MRS. MASSEY**, not your regular counselor if it is someone else. If you have already started your common app and listed another counselor, you will need to go in and change it to Mrs. Massey

INFORMATION YOU NEED FOR THAT SECTION:

First Name: KRISTI

Last Name: MASSEY

EMAIL: KRISTI.MASSEY@GOCREEK.ORG

PHONE: 937-458-2479



Once you have completed this part of the education section, return to the MY COLLEGES tab. The next thing you **MUST** do is complete the FERPA section!

Select one of your colleges (it doesn't matter which one – you only need to complete this step once and it will populate for all) – You will see a tab on the left-hand side that says "RECOMMENDERS AND FERPA" – click on that and the screen below will come up. Next, click on the **RELEASE AUTHORIZATION** button.



The next screen will explain what the FERPA authorization is, etc. – you will want to click the box towards the bottom that reads “I have fully read and understood the FERPA Release Authorization explanation above” and then click continue



Finally, on the next screen you will need to do the following:

- Click the box next to “I authorize every school....”
- Select either “I waive my right to review” (RECOMMENDED) or “I DO NOT waive my right....”
- Click the box next to “I understand that my waiver or no waiver...”
- Put your full name in as your electronic signature
- Click SAVE

You are now set to use common app. You can come back later and complete the rest of the COMMON APP section (profile, family, etc.). This is also where you will submit your essay, etc.

Some things that might be helpful to have on hand when completing the common app:

- Your unofficial transcript
- Family information (or at least access to a family member that can help answer some questions)

Once EVERYTHING on common app is completed, you can submit your application to the college (if you are missing anything it won't let you submit it – so make sure everything has a green checkmark). Once you submit, you will be directed to a payment screen.

NAVIANCE – SET UP

To set up your naviance account initially, you will need to log in to the following website:

<http://student.naviance.com/beavercreekhs>

You should have been given a 6 character one-time use registration code. If for some reason you didn't, come to the guidance office to see Mrs. Massey

Once you put that in, you will be prompted to create your email/password.

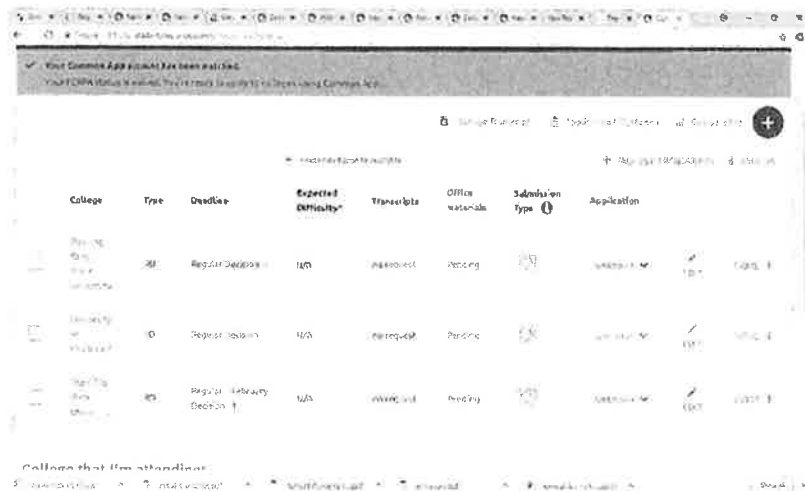
*****YOU MUST USE THE SAME EMAIL YOU USED FOR COMMON APP**

After getting your account set up, you have access to all the features. Naviance is where you will:

- Add colleges you are thinking about applying to
- Add colleges you are applying to
- REQUEST TEACHER RECOMMENDATIONS (NOT THROUGH COMMON APP)
- Request transcripts
- See upcoming college visits
- ETC

COLLEGES

Under the colleges tab, you can add each of the colleges you are planning to apply to. Before you can add the college a bright red bar will appear across the top of the page saying your Naviance and common app accounts are not matched. Just click on the button to the right to match them. It will prompt you to put in your email and date of birth and then it will link the two accounts. Once linked you can add your schools. This feature is really nice because it will allow you to track your progress on things.



DO NOT REQUEST TRANSCRIPTS UNTIL AFTER YOU HAVE SUBMITTED YOUR APPLICATION. To request transcripts, you will see a button towards the top right of the screen + Request transcripts

It will bring up a screen to get more information (which type of transcript, which school, etc). You will want to select INITIAL TRANSCRIPT

The screenshot shows the Naviance Student interface. At the top, there's a navigation bar with 'Naviance | Student' and tabs for 'Home', 'Colleges', 'Courses', 'Account', and 'My Progress'. Below this, the page title is 'Request College Application Transcript'. A warning message states: 'Please note that transcripts are only available for students who have been accepted to a college. You must have a confirmed transcript request to be able to request a transcript. Please contact your school counselor for more information.' The form asks 'What type of transcript are you requesting?' with radio buttons for 'Initial' (selected) and 'Final'. Below that, it asks 'Where are you sending the transcript(s)?' with a dropdown menu showing 'College' and 'College + High School'. A 'Request and Finish' button is at the bottom. The footer includes 'Beavercreek High School' and 'Copyright © 2019 Naviance, Inc.'

As long as your GREEN Parental permission form has been turned in and the fee has been paid, your transcript will be sent. From this screen you can track the progress as to when it was requested, sent, etc.

LETTERS OF RECOMMENDATION (LOR)

Letters of recommendation are requested through NAVIANCE AND NOT COMMON APP!!!!

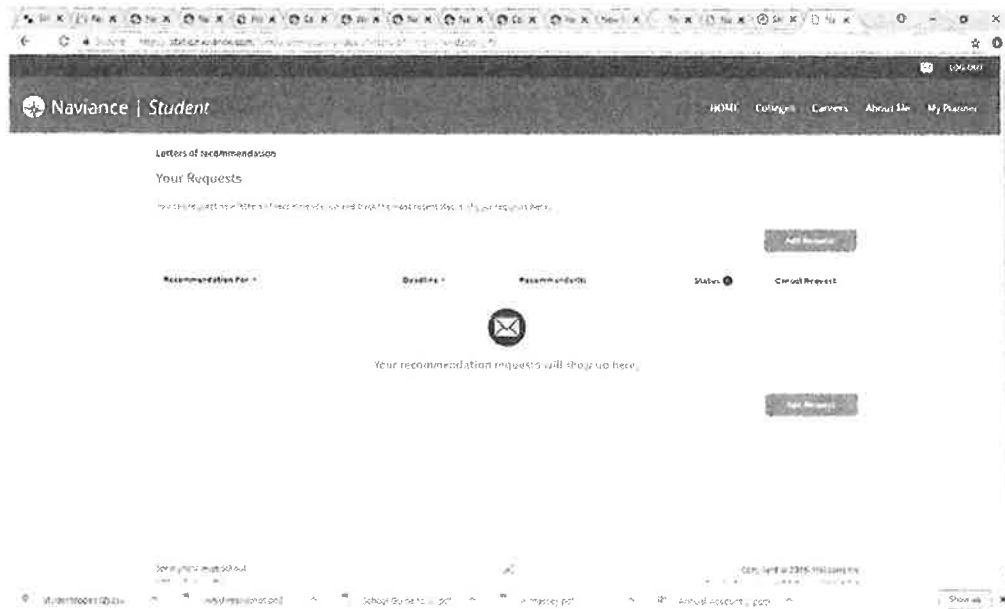
Teachers will be submitting them through naviance as well

Things to remember for LOR:

- * Always ask a teacher first before you request they write a letter for you
- * Pay attention to your My Colleges tab as to how many letters they want (or don't want). If it says only 1 they will only let you submit 1 and will not look at any more, etc. Do not waste people's time with lots of extra letters

To request a letter of recommendation:

Within the college tab – on the left hand side of the screen (usually you have to scroll down to see it), there is a link that says “Letters of Recommendation” - Click on that. It will bring you to a new screen.



Click on the Add request tab. From this screen you will have a drop down menu of all the teachers. Select the teacher that you to write the letter and decide if you want that letter to go to a specific college or to all of the ones that you are applying to. You also have the opportunity to put information that might be helpful for the teacher (extracurricular activities, awards, honors, etc)



Your teacher will receive an email and will be able to submit the letter directly to naviance!

Senior Information:

Ways to Stay Connected:

- Twitter - @counselors
- FACEBOOK – Beaver Creek High School Counseling Office
- High School Counseling webpage
- Beaver Creek High School Webpage

Key points for Senior year / college applications:

- Plan college visits if you haven't already done so (students receive 3 excused absences for college visits – you are required to provide a note from parents with 5 days advance notice of the college visit and students must return with a note for the attendance office from the college or university).
- Narrow your list down to no more than 4-5 schools you might be interested in
- Retake ACT if necessary (usually September date to be eligible for merit scholarships)
- REMEMBER GRADES STILL COUNT!!!!
- Meet with college reps – list of reps can be found on guidance website and naviance – sign up sheets in guidance office
- Decide which teachers you want to write your letters of recommendation – A.C.T. (**A**sk first, **C**hoose someone that will showcase your strengths, **T**hank them afterwards) – Please be respectful of their time and do not wait until the last minute and remember they have to right to say no
- Naviance will not allow outside recommender letters to be uploaded so if there are extenuating circumstances, come see Mrs. Massey but there are no guarantees the college will receive it.
- If applying to multiple schools, common app is the preference
- When preparing to complete the common app – some things that are helpful to have on hand – a copy of your transcripts, a list of activities/work/family responsibilities, test scores, parent/legal guardian information, academic honors and achievements.
- Give yourself plenty of time to complete all of this
- Pay attention to what the college is asking for and only submit that information. For instance – if they are asking for only one letter of recommendation, only submit one – do not submit three or you run the risk of your application being thrown out for not following instructions. They ask for specific things for a reason.
- DO NOT USE YOUR SCHOOL EMAIL for common app or naviance as it will be deactivated after high school. Colleges will see this email so if you have something juvenile from middle school, this might be a really good time to set up a brand new one. * MAKE SURE YOU USE THE SAME EMAIL FOR BOTH COMMON APP AND NAVIANCE or you won't be able to link your accounts.
- When given the chance you should always apply by the college's EARLY ACTION deadline as this is the deadline they go by for scholarships and most of the competitive programs such as honors programs, etc. (REMEMBER EARLY ACTION IS DIFFERENT THAN EARLY DECISION – EARLY ACTION IS NOT BINDING – EARLY DECISION IS BINDING!)

- Start applying early! Watch your deadlines and do not wait until the last minute. A general rule of thumb is to give a minimum of 2 weeks when requesting transcripts so there is plenty of time to process them. **** REMEMBER WHEN YOU ARE NOT IN SCHOOL, NO ONE IS IN THE GUIDANCE OFFICE TO PROCESS TRANSCRIPTS AND IF YOU WAIT YOU RUN THE RISK OF MISSING DEADLINES**
- Before any transcripts can be sent, the green transcript waiver form must be turned in to the guidance office
- If your college requires the “counselor recommendation form” don’t panic as that is a separate form in naviance that is already completed and uploaded automatically. However, if your school is not a common app school and you have a separate form that needs filled out, just bring it to the guidance office.
- SUGGESTED Transcript deadlines:
 - College deadline NOVEMBER 1 – request transcript by Oct 18
 - College deadline DECEMBER 1 – request transcript by Nov 10
 - College deadline JANUARY 1 – request transcript by Dec 11
 - College deadline FEBRUARY 1 – request transcript by Jan 18
 - College deadline FEBRUARY 15 – request transcript by Feb 1
- For instructions how to set up your common app and/or naviance account follow your hand-out
- When you have to enter the counselor information, DO NOT PUT YOUR A-Z COUNSELOR, list Mrs. Massey (otherwise it won’t link correctly)
 - First Name: Kristi
 - Middle Initial: D
 - Last Name: Massey
 - Email: Kristi.massey@gocreek.org
 - Phone: 937-458-2479
- FAFSA opens Oct. 1 – strongly encouraged to complete for federal aid
- **SENIOR INFORMATION NIGHT – SEPT. 12, 2019 – 6:00 – 8:00 PM BHS AUDITORIUM**

**WATCH YOUR DEADLINES AND DO NOT
WAIT!!!!**

How to Start the FAFSA

1. Go to: <https://fafsa.ed.gov> – OPENS OCTOBER 1
2. Click on “START A NEW FAFSA” (it is a green box with white lettering)
3. Select: “Enter the student’s information”

** It will ask you for your child’s first name, last name, Soc Security #, and date of birth – then click next

4. From here, you will be asked some questions about your child, asked to set up some challenge questions, create an email, username, and password.
REMEMBER THIS PORTION IS YOUR STUDENT’S INFORMATION – NOT THE PARENT (that comes later in the process)

Hints: Do not use a school email address for your child. It will not be active after they graduate.

- You also have the option to set up a recovery phone number so in the event that you can’t remember your password they can text you with instructions.

Within 2-3 business days, your child will receive a confirmation email which verifies their personal information from the gov’t. The email/username and password will become their FSA ID. You will need this information in order to get back into your account.

5. Once you have received confirmation that the information you provided has been verified, you will log into your child’s account using their FSA ID

(If you have multiple students graduating, you will need to repeat the above steps for each child)

From this point, you have the option to continue working through the process. It tells you step by step what to do. You will eventually get to the parent screen and set up a unique email/username and password (your own FSA ID). THESE MUST BE DIFFERENT THAN THE STUDENT!!

If you filed your 2018 tax return, there is a button to import that information directly from the IRS. However, if you did not file a 2018, there are additional steps you will need to take.

Please allow yourself plenty of time to complete the entire application.

Helpful hints:

- Things to have with you when you are ready to complete everything:
 - 2018 tax return
 - Something to write down your username, password, challenge questions, safe key (this is an extra thing you can set up that works like a password to help you get back into your account)
 - If you know specifically which college(s) you want your financial aid information sent to, you will need the college's specific code. These can usually be found on the college's website. There is a search function as well if you don't know what it is that will assist you in finding it.

Let me know if you have any questions

Thanks,

Mrs. Massey



Beavercreek High School

2660 DAYTON-XENIA ROAD
BEAVERCREEK, OHIO 45434
(937) 429-7547
FAX (937) 429-7546

Kristi Massey
College Counselor

Michelle Bellomy
Registrar

Parental Permission for Release or Exchange of Confidential Information

Date: _____

To: Guidance Department of Beavercreek High School

Re: Release of Information to: All Schools, Colleges, Scholarship Program, etc.

It is with my full knowledge and consent that I authorize the release and/or exchange of confidential information concerning my son/daughter,

(Student Name) _____

(Student Date of Birth) _____ for any agency or individual that I request be given this information. Any and all information necessary for post graduate and/or scholarship programs may be released or exchanged. This information is to be used for educational planning and placement programs.

*This form gives my student, under 18 years of age, permission to sign and send transcript requests. This form covers all requests and will remain on file and in effect for the current school year.

PARENT/GUARDIAN NAME: PLEASE PRINT	
PARENT /GUARDIAN SIGNATURE	
ADDRESS CITY & STATE	
HOME PHONE	
CELL PHONE	