

Norwood High School ~ College Planning Checklist

An Explanation of GPA...

Norwood High School has a weighted 6.0 GPA calculation. Appropriate weight is given to college, honors, and advanced placement courses. After the numerical grade is converted to the 6.0 scale, .5 is added to college level courses, 1.0 is added to honors courses, and 1.5 is added to advanced placement courses. Please see your guidance counselor with any questions. Please note that most colleges recalculate GPAs to ensure that applicants are reviewed equally given the wide variety of GPA calculation methods.

Fall of Senior Year...

_____ **Take another SAT/ACT and SAT Subject Test (if necessary).** For SAT/SAT Subject Test registration, go to: www.collegeboard.org or www.ACTstudent.org. Our CEEB Code is 221683.

- NHS is a test site for the November 8th test. On-time registration deadline is October 9th
- **When registering for SATs, select 4 schools on College Board to send free score reports.** You will be charged a fee for each additional school you add later.
- **If you receive free/reduced lunch,** see your guidance counselor for SAT and ACT fee waivers.
- Be aware of test optional schools (www.fairtest.org). These are schools that do not require test scores. *(Please note that some schools require SAT scores to be eligible for certain scholarships)*

_____ **Complete Resume on Naviance.** You can access this under the "About Me" tab.

_____ **Finalize your college essay!** You may also need to write supplemental essays for particular colleges (see each school's individual requirements).

_____ **Finish college visits and start narrowing your list of prospective schools (students apply to 4-8 schools on average)**

_____ **"MY COLLEGES" – Enter all colleges to which you are applying in Naviance under "My Colleges" and "Colleges I'm Thinking About".** You will then transfer these schools into "Colleges I'm Applying to" once you make these decisions. To ensure that counselors send all necessary materials, students **MUST** enter the schools they're applying to in this section.

_____ **Complete applications.** Make a final list of colleges to apply to and note what application each one uses. If you are applying to schools using the **Common Application**, you should sign up for an account on www.commonapp.org. Many Common App schools also require supplements; this can be found under the "Supplement" tab on Common App. *You should click "submit" for supplements to be sent (this does not submit your entire application.* If the school is not using the Common Application, complete the individual application specific to that school.

_____ **Send standardized test scores through www.collegeboard.org (SAT & SAT Subject Tests) and/or www.actstudent.org (ACT).** They must be sent through these sites in order for scores to be "official."

_____ **TEACHER RECOMMENDATIONS – Request teacher recommendations as appropriate. Confirm with the teachers if they are sending the recommendations electronically (Common App schools) or by mail.**

Teacher sends recommendation electronically through Naviance

- Provide blue Recommendation Request Form with completed Student Questionnaire (form is available in Guidance)
- Make sure you have synced your Common App account to Naviance.
- Request a teacher recommendation through Naviance under "Colleges I'm Applying to" and "Teacher Recommendations"; this is how you will "invite" your teacher to submit it.
- Give your teachers a 'thank you' card.

***There are some schools that do not accept recommendations electronically. In this case, you will need to provide each teacher with an addressed envelope for each school (return address: Norwood H.S. 245 Nichols St. Norwood, MA 02062)**

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_____ Complete **TRANSCRIPT REQUEST FORM** with your guidance counselor.

- Counselors MUST be informed of schools added to your list after the form is initially completed! If you add a school and your counselor does not know about it, that school will not get the necessary materials.
- You must give counselors **TWO WEEKS NOTICE** in order to get the necessary materials prepared and sent to your colleges.

Breakdown of Responsibilities...

Student Responsibilities:

- ✓ Enter your list of colleges into the My Colleges section of Naviance.
- ✓ Send applications, including essay and application fee. Many colleges encourage students to use on-line applications or the Common Application.
- ✓ Make sure that teacher recommendations get to selected colleges. It is very important that you find out whether your teachers are sending them electronically or via mail.
- ✓ Complete Transcript Request Form in Guidance at least **TWO WEEKS** prior to the deadlines or the date you want your transcript sent.
- ✓ Submit SAT, SAT Subject Tests (if needed), and/or ACT scores to colleges. It is your responsibility to arrange for scores to be sent from College Board or ACT to your individual colleges. Keep in mind that it may take up to two weeks for scores to be sent.
- ✓ Register with the NCAA Clearinghouse if you are an athlete considering playing Division I or Division II sports. Go to www.ncaaeligibilitycenter.org for details.

Counselor Responsibilities:

- ✓ Submit transcripts to colleges
- ✓ Submit NHS profile and Secondary School Report
- ✓ Write and submit a recommendation, including individual school report forms (if required)

A Note about Financial Aid...

- Go to www.FAFSA.ed.gov and apply for a PIN (Personal Identification Number); parents should also apply for their number. The FAFSA (Free Application for Federal Student Aid) is a universal form used by all colleges. Parents and students can complete the FAFSA after January 1, 2015, but should set up an account prior to completing this form.
- Be mindful of financial aid deadlines! Most are different than application deadlines.
- **Many private colleges require an additional form called the CSS Profile.** Parents and students can complete the CSS Profile after October 1st. To complete the CSS Profile form, visit www.collegeboard.org.
- On November 19th, MEFA will hold a Financial Aid Seminar in the Auditorium at NHS (6:30pm).
- Apply for scholarships. Local scholarship information will be available in February.
- Once you have decided on a school, submit a deposit to that school as soon as possible to reserve housing (if applicable). Deposits are due to schools by May 1st.

Final Tips...

- Try to take it one step at a time. It is not a difficult process but it is a complicated one. Break down your responsibilities into manageable steps and the process will be so much easier.
- Don't procrastinate! Keep track of your deadlines. Make sure to submit financial aid forms by the deadline (they differ for each school).
- Make sure you rest, sleep well, eat healthy foods, and exercise. These are natural de-stressors.
- Have a great senior year! 😊