

TRACKING COLLEGE APPLICATIONS



REMEMBER: FIND YOUR FIT

ACADEMIC, FINANCIAL, SOCIAL/EMOTIONAL

2-YEAR, 4-YEAR, COMMUNITY AND TECHNICAL COLLEGE, GAP YEAR, MILITARY, WORK...



KNOW THE PROCEDURES

- Put in or verify your colleges in the “Colleges I’m Thinking About” tab on your Naviance account

WAYS TO APPLY:

- School’s online application
- [Common Application](#)
 - 700+ Colleges
 - create a Common App account – then sync to Naviance (sign FERPA waiver on Naviance)
 - Common app is open NOW

REMEMBER- NOTHING IS SENT WITHOUT
REQUESTING YOUR MATERIALS ON YOUR PINK
SHEET IN COUNSELING OFFICE



COLLEGE APP SPREADSHEET

- Include deadlines and requirements for each school
 - What are the components of each application?
 - Essay?
 - SAT Subject Tests?
 - Letter of recommendation – how many??
- Add notes for yourself – what do you like about each school?
- Eventually add financial aid and scholarship information
- Sample spreadsheet link on Counseling website

Copy of College Application Spreadsheet.xlsx [Read-Only] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Cut Copy Paste Format Painter Clipboard

Arial 9 Wrap Text Merge & Center

Conditional Formatting as Table Cell Styles

AutoSum Fill Clear Sort & Filter Find & Select

C44 0

A B C D E F G H I J K L M N O P Q

1

2

3 **Background Information** School 1 School 2 School 3 School 4 School 5 School 6 School 7

4 Location

5 Size

6 Telephone

7 URL

8 Online login

9 Online password

10 College visit / interview

11 **Application Materials** School 1 School 2 School 3 School 4 School 5 School 6 School 7

12 Application fee

13 SAT / ACT

14 SAT Subject Tests

15 AP scores

16 HS transcript

17 Midyear grade report

18 Other transcript

19 Teacher evaluation 1

20 Teacher evaluation 2

21 Administrative evaluation

22 Common Application

23 Common Application essays

24 Supplement

25 Supplement essays

26 Supplement essays 2

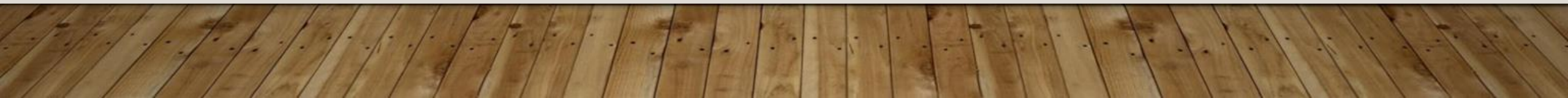
27 **Cost & Financial Aid** School 1 School 2 School 3 School 4 School 5 School 6 School 7

College Applications

Ready

75%

1:49 PM 2/24/2014













WORK BACKWARD FROM DEADLINES

- GIVE YOURSELF TIME!!
- Which application deadline makes sense for you?
- Set a weekly time to work on applications
 - 2-4 hours on the weekend?
- Try to be done 1-2 weeks ahead of time
- Consider all components of the app:
 - How soon should you ask for a letter of recommendation so that the teacher/counselor has time (hint: give at least three weeks)
 - ACT/SAT scores-send directly from ACT/College Board

APPLICATION TRACKERS

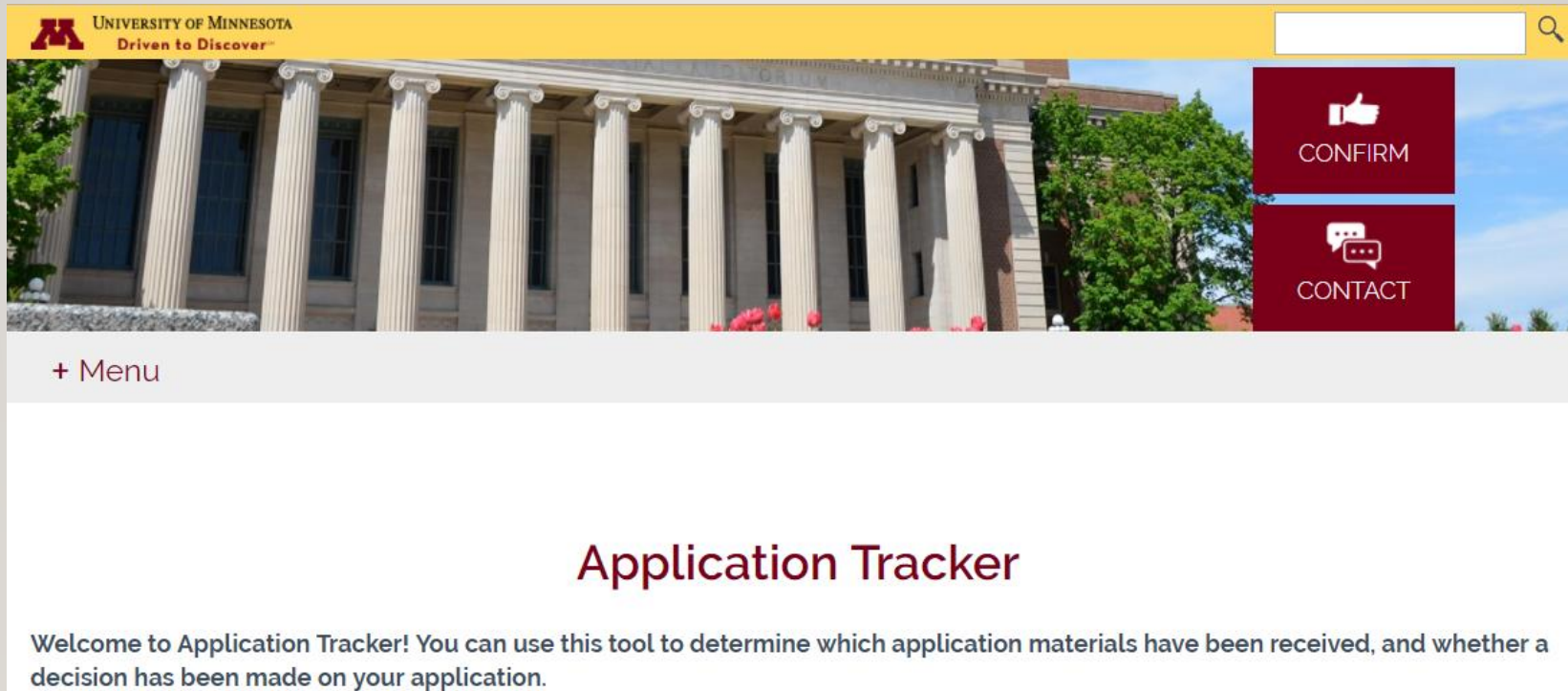
COLLEGES/COMMON APP

NAVIANCE “COLLEGES I’M THINKING ABOUT”

Advance college search							
College lookup							
MY COLLEGES							
Colleges Visits							
<u>Colleges I’m thinking about</u>							
Colleges I’m applying to							
COLLEGE RESEARCH							
Scattergrams							
College resources							
College	Delivery type 	Added By	Expected Difficulty*	Application Deadlines	Interest		
University of Colorado at Boulder		Student	N/A	Multiple Deadlines 	N/A	MORE 	
University of Minnesota, Twin Cities		Student	N/A	Multiple Deadlines 	N/A	MORE 	
Saint John’s University (MN)		Student	N/A	Multiple Deadlines 	N/A	MORE 	

COLLEGE TRACKERS

U OF M EXAMPLE



The screenshot shows the top portion of the University of Minnesota's Application Tracker website. At the top left is the University of Minnesota logo and the text "UNIVERSITY OF MINNESOTA Driven to Discover". To the right is a search bar with a magnifying glass icon. Below the header is a banner image of a classical building with columns. On the right side of the banner are two red buttons: "CONFIRM" with a thumbs-up icon and "CONTACT" with a speech bubble icon. Below the banner is a "+ Menu" link. The main content area features the title "Application Tracker" in a large, dark red font, followed by a welcome message: "Welcome to Application Tracker! You can use this tool to determine which application materials have been received, and whether a decision has been made on your application."

UNIVERSITY OF MINNESOTA
Driven to Discover

CONFIRM

CONTACT

+ Menu

Application Tracker

Welcome to Application Tracker! You can use this tool to determine which application materials have been received, and whether a decision has been made on your application.

COMMON APPLICATION TRACKER



IF TRACKER SAYS MATERIALS SCHOOL MISSING

- If teacher recommendations, check with teacher
- You can stop in counseling office- we use naviance as our “tracker” and vehicle to send your materials out electronically
- If we have sent your materials, Sometimes they have not “downloaded” or transferred your materials to your file
- You can call the college directly

LOOK FOR SCHOLARSHIPS ON NAVIANCE

BEST SOURCE OF SCHOLARSHIPS IS FROM THE SCHOOLS THEMSELVES SO LOOK AT THEIR WEBSITES. IN NAVIANCE, CLICK ON COLLEGES AND SCROLL DOWN TO SCHOLARSHIP LIST

LOCAL SCHOLARSHIP APPLICATION

FEB



RESOURCES

- Counselor Website- class of 2019
- Naviance has all screencasts and powerpts: My Planner tab and Click on “Tasks”
- Advisory
- College and Career Center- College Reps! Demonstrated interest!
- Follow us on Twitter: @edinacounselors
- Front page of Naviance