SAN LUIS OBISPO HIGH SCHOOL CLASS OF 2016
INSTRUCTIONS FOR MANAGING YOUR COLLEGE APPLICATIONS

Most colleges & universities open their applications by October 1st. The UC and CSU campuses open october 1st and are due November 30th. Private & out of state colleges have due dates that vary, many accept the Common Application, while others prefer you work directly through their school website.

THE UNIVERSITY OF CALIFORNIA (UC):

https://admissions.universityofcalifornia.edu/applicant/accountLogin.htm?clear

THE CALIFORNIA STATE UNIVERSITY (CSU):

https://secure.csumentor.edu/admissionapp/undergrad_apply.asp

THE COMMON APPLICATION: …"*think of the Common App as your gateway to private & out of state colleges. With instant access to more than 600 colleges and universities across the country, the Common App is a seamless way to manage the application process. Your information is collected all in one place, eliminating the need to repeat the details of your home, education, activities, and exams for every college on your list.*"

If you are applying to colleges that accept the Common Application, create an account on www.commonapp.org

Complete "Education" section (under "Common App" tab), including:
- School information (SLOHS CEEB code is 053145)
- Graduation date: 6/10/16
- Counselor's name and email:
  - A-G: Kerry Ingles kingles@slcusd.org
  - H-O: Shelley Benson sbenson@slcusd.org
  - P-Z: Heather Senecal hsenecal@slcusd.org

- Counselor phone number: (805) 596-4040
- Include any other high schools you have attended
- Class rank: "exact" Ask your counselor for your rank
- GPA: Total 9-12 weighted GPA ("cumulative GPA"on your transcript). Our GPA is weighted on a 4.0 scale
- Current year courses: Most of our courses are Full Year courses worth 10 credits, except American Government (5 credits)/Economics (5 credits) and any other courses that meet for only 1 trimester.
- Add at least one college
- Under "My Colleges" and "Assign Recommenders" complete the FERPA waiver to allow SLOHS to release your transcript and waive or not waive your right to review recommendations. We encourage you to waive this right, which reassures colleges that your recommenders have provided support that is candid and truthful. Once you sign this waiver you cannot make changes to your selection.

You can complete and submit your applications through Common App but you MUST link your account to Naviance Family Connection so your counselor and teachers can submit recommendations/transcripts for you. (OVER)

NAVIANCE FAMILY CONNECTION:

Log in to Naviance Family Connection at
https://connection.naviance.com/family-connection/auth/login/?hsid=slohs
Your login and password are your PowerSchool Login and Password.

Under "Colleges" and "Colleges I'm Applying To," complete the Common App Matching by entering the email address you used in your Common App account. **Email, name and birthday must match!** If your Family Connection info is incorrect, tell your counselor and we can fix it.

If you are *not* applying to any Common App schools you can click "Not Needed" at the bottom right hand corner of the Account Matching box.

Once accounts are matched, enter the colleges you're applying to, including UCs and CSUs, to your list. You can update this list any time. You and your counselor can use Naviance to track deadlines and submissions and record outcomes for all your colleges.

Note: *at the end of the year we'll be asking you where you want your final transcript sent. Keeping this list updated will save you time later on. You can click under "My App" in your college list to update decision type (early/regular), deadline, and submission status for each college.*

Tracking submissions:

If you are using the Common Application to submit this application. Your counselor/teachers can submit letters and transcripts through Naviance.

If the college accepts electronic submissions and recommendations but does not use Common App. Your counselor/teachers can submit letters and transcripts through Naviance.

If the college does not accept electronic submissions (UCs & CSUs) check to see if they require transcripts and/or letters of rec, they may need to be mailed and you should provide your counselor/teacher with pre-addressed & stamped envelopes.

LETTERS OF RECOMMENDATION:

It is your responsibility to know which colleges require recommendations and request them from your counselor/teachers well in advance of the deadline.

UC and CSU schools DO NOT accept Letters of Rec

For Teacher recommendations, please speak with the teacher whose recommendation you are requesting first to be sure he/she will be able to write it for you.

Once you've secured permission, you need to invite them to submit a recommendation on Naviance - Family Connection > Colleges Tab> Colleges I'm Applying To > Teacher Recommendations. Then select the teacher(s) from the drop down list. *(You can even write them a little note if you like!)*