

Wall High School

College Application Guide

Class of 2023



Updated September 2022

Overview of the College Application Guide

- **Demonstrated Interest**
- **Important Application Information**
- **Contents of a College Application Package**
- **Transcripts**
- **The College Application Process**
- **Student Checklist**
- **Applications Have Been Submitted...Now What?**
- **Student/School Counselor Communication Regarding Applications**

Demonstrated Interest

Colleges want students to **DEMONSTRATE INTEREST**. Below are ways to show you are truly interested in a college.

Contacting College Admissions Counselors

Students are encouraged to contact College Admissions Counselors/Representatives for NJ by email or phone with questions or to simply connect with the college rep. Admissions counselors are individuals who review applications and recommend students for admission. To find the NJ Admissions Counselor for a particular college, go to the college's website and in the search bar, type "admissions counselor".

College Tours and Open Houses

Go to college websites to **register** for a tour or open house.

College Representative Visits at WHS

We have several college representatives that will be visiting WHS to provide students with a presentation about their college and to answer any questions students may have. These visits take place during unit lunch. Please register in Naviance for any college rep visits that you would like to attend.

Here is how to register for a visit using a computer (may be different when using your phone):

- ❖ Log into Naviance
- ❖ Click on Colleges on the top menu bar
- ❖ Click on College Visits
- ❖ Click on Register Now

Important Application Information

You will need to report this information on your college applications:

Class Rank - Exact / Weighted

GPA - 4.0 Scale / Weighted

WHS CEEB Code: 310082

Graduation Date: June 16, 2023

Students in Graduating Class: 255

Wall High School Information

Address: Wall High School
PO Box 1199
1630 18th Avenue
Wall, NJ 07719

Telephone: (732) 556-2000
Counseling Office Fax: (732) 556-2109

Director of School Counseling

Mrs. Kathryn Misa.....(732) 556-2056.....kmisa@wallpublicschools.org

School Counselors

Mr. Chris Barnes.....(732) 556-2057.....cbarnes@wallpublicschools.org
Mrs. Danielle Farrell.....(732) 556-2059.....dfarrell@wallpublicschools.org
Ms. Judith Gilberti.....(732) 556-2058.....jgilberti@wallpublicschools.org
Mrs. Dana Griggs.....(732) 556-2087.....dgriggs@wallpublicschools.org
Mr. Frank Janks.....(732) 556-2159.....fjanks@wallpublicschools.org
Mrs. Kathleen Rivera.....(732) 556-2060.....krivera@wallpublicschools.org

Support Staff

Mrs. Tara Glendinning(732) 556-2063.....tglendinning@wallpublicschools.org
Mrs. Kelly Landwehrle.....(732) 556-2061.....klandwehrle@wallpublicschools.org
Mrs. Jen Sczerbowicz.....(732) 556-2062.....jsczerbowicz@wallpublicschools.org

Contents of a College Application Package

- ❖ Application
 - Students will submit applications via:
 - The Common Application, or
 - School Specific Application

- ❖ Standardized Test Scores - SAT and/or ACT scores
 - Some colleges require students to submit **official test scores** electronically from College Board and/or ACT accounts.
 - Some colleges accept **unofficial test scores**. Students self report on their application. If accepted and the student attends that college, the college *may request* that the student send official scores from College Board and/or ACT accounts.
 - Some colleges are **test optional**. Be sure to read test optional policies carefully.

- ❖ Transcript
 - If colleges require **official transcripts**, WHS counselors send these documents via Naviance. If colleges require **unofficial transcripts**, students upload their unofficial transcript to applications.
 - Some colleges do not require transcripts. Instead, they require students to complete a **Self-Reported Academic Record (SRAR)**. WHS counselors will submit official final transcripts to colleges via Naviance at the close of senior year. It is important to accurately report courses and grades on the SRAR. Colleges will review the SRAR and final transcripts for accuracy.

- ❖ Teacher Letter of Recommendation
 - WHS counselors submit teacher letters of recommendation to colleges via Naviance.

- ❖ Counselor Written Evaluation/Letter of Recommendation
 - WHS counselors submit counselor written evaluation/recommendation to colleges via Naviance.

- ❖ School Profile
 - WHS counselors submit the Wall High School Profile to colleges via Naviance.

DO YOUR RESEARCH and GET ORGANIZED!

Visit each college's website to get the most accurate information. It is your responsibility to know the deadlines and required credentials for each college.

Transcripts

1. Initial Transcript

- Initial transcript includes final grades in all classes taken freshman, sophomore and junior year. Cumulative GPA and Class Rank are reported on the top, right corner of the student transcript.
- In addition, senior year courses are listed on student transcripts.
- All seniors have received a copy of their Unofficial Transcript. It is recommended that students and parents **CAREFULLY REVIEW** it. Contact your school counselor if there are any inaccuracies.

2. MP 1 Transcript

- Once MP 1 ends, MP 1 grades will populate on student transcripts.
- **GPA and Class Rank will NOT be recalculated at this point.**
- If students have already applied to a college and would like to send an additional transcript with MP 1 grades, students will need to complete a google form titled “MP 1 Transcript Release Form” that will be available to the senior class at the end of MP 1.

3. Semester 1 Transcript

- Once Semester 1 ends, Semester 1 grades will populate on student transcripts.
- **GPA and Class Rank will be recalculated at this point.**
- If a college requires a Mid-Year Report/Transcript, students will need to complete a google form titled “Semester 1 Transcript Release Form” that will be available to the senior class at the end of Semester 1.

4. Final Transcript

- Once seniors have updated Naviance with the college they are attending, the WHS Counseling Department will send Final Transcripts to those colleges at the close of senior year.

IMPORTANT ITEMS to NOTE:

- If any changes are made to a senior year schedule/transcript after a student has applied to a college, it is the **student’s responsibility** to contact the college immediately and make them aware of the change. This can affect admission decisions. At the end of the school year, once the student has committed to a college, the school counselor will complete and submit a “Change of Program” form to that college.
- Withdraw Pass (WP)/Withdraw Fail (WF)
 - If a student chooses to drop a class after September 16th, a WP or WF will appear on the student’s transcript next to the course. Students are expected to notify colleges of changes to their senior year programs. This can affect admission decisions.
- SAT and ACT scores are **not** reported on transcripts.

The College Application Process

1. Complete the Wall High School FERPA/Senior Release Form.

- Each senior must complete this [FERPA Google Form](#). Most students completed this form in their Junior Parent Meeting.
- The “Release” section gives the guidance department permission to release a student’s transcript/supporting documents to colleges and scholarships upon request.
- In the “Waiving Rights” section, students need to indicate whether they waive their right to access letters of recommendation. Waiving rights reassures colleges that recommenders have provided candid and truthful information. While students are free to respond as they wish, if they choose not to waive their rights, some recommenders may decline their request and some colleges may disregard letters. Furthermore, if students do not waive their rights, they are not allowed to view their recommendation letters until after they have been admitted and enrolled in a college.

2. Letters of Recommendation

*Teachers

- Each college determines if they require Teacher Letters of Recommendation, and if so, how many. We recommend students ask at least 2 teachers.
- It is the student’s responsibility to ask teachers for letters of recommendation. This may be done as early as spring of junior year, but at least 4 weeks prior to a college application deadline. **It is the student’s responsibility to talk to teachers, as well as confirm and communicate application deadlines. Students’ initial request should always be made in person before a formal request is submitted through Naviance.**
- After students have communicated with teachers in-person, they must send their teacher/teachers a request through Naviance. This step is essential in order to “connect” the student’s Naviance account with the teacher. This enables the teacher to upload letters of recommendation.

Instructions:

1. Log into Naviance
 2. Click on the Colleges in the top menu bar
 3. Under Apply to College click on Letters of Recommendation
 4. Click Add a Request
 5. Part 1 - select a teacher from the pull-down menu
 6. Part 2 - click General Request
 7. You may or may not include a personal note in the box.
 8. Click Submit Request.
- **NOTE:** Students will indicate which teacher letter/letters they want sent to each college on the WHS Senior College Application Form.
 - **Do NOT invite teachers to complete electronic recommendations on any college application.** Teacher recommendations and supporting documents are sent to colleges through Naviance edocs.
 - Brookdale Applicants - We often are asked by students applying to Brookdale if they should ask teachers for letters of recommendation. The answer is yes. Although Brookdale does not require letters of

recommendation as part of their application, there is a good chance students will need a teacher letter of recommendation later in the school year for scholarship applications.

***Counselors**

- Most colleges require a Counselor Written Evaluation/Recommendation Letter
- In order for counselors to complete a written evaluation, students must submit the **Student Brag Sheet and Parent Brag Sheet**.
- **NOTE:** NEVER request your counselor's letter of recommendation through Naviance.
- **Do NOT invite school counselors to complete electronic recommendations on any college application.** Counselor recommendations and supporting documents are sent to colleges through Naviance edocs.

***Other Recommenders** - Non WHS Staff (ex. travel team coach, employer, clergy, etc.)

- If students wish to use a recommender outside of WHS, please follow the college guidelines on how to do this. Common App allows students to input other recommenders' information. Non-Common App schools, however, may have different directions in the application. **When in doubt, contact an admissions counselor.**

3. Essays - Students began working on college essays in grade 11 English classes.

- Most colleges require at least one essay as part of the application process. Follow the guidelines established for topic and length. Check spelling, grammar, and punctuation.
- Many colleges require supplemental essays too. Be sure to answer all writing requirements in each application, follow guidelines, and **use your own voice**.
- There are a number of websites to help students with their college essay. WHS English teachers are excellent resources too.

4. Add colleges to "Colleges I'm Applying To" list in Naviance

- Once students have decided the colleges they are applying to, they must update the "Colleges I'm Applying To" list in Naviance. Students will be prompted to indicate the type of decision they are applying under (Regular Decision, Early Action, etc.) and to indicate if they are applying "Via Common App" or "Directly to the Institution".
- Please keep this list accurate and up to date. You can edit this list and make changes at any time.
- Instructions:
 1. Click on the Colleges on the top menu bar
 2. Under Apply to College click on Colleges I'm Applying To
 3. Click on the "+" button
 4. Type in the name of the college
 5. Indicate Application Type (regular decision, early action, etc.)
 6. Choose "Via Common App" or "Direct to Institution"
***Note:** "Direct to Institution" is for a School Specific Application or Coalition App
 7. Check the box "I've already sent my application" **only** if you have submitted your application. If you haven't submitted your application yet, don't check the box. You can update this information later on.

8. Click Add Application

OR if you have colleges you are applying to on your College's I'm Thinking About list....

1. Click on Colleges in the top menu bar
2. Under Research Colleges click on Colleges I'm Thinking About
3. Check the boxes of the colleges you will be applying to
4. Click MOVE TO APPLICATION LIST
5. Indicate Application Type (regular decision, early action, etc.)
6. Choose "Via Common App" or "Direct to Institution"
*Note: "Direct to Institution" is for a School Specific Application or Coalition App
7. Check the box "I've already sent my application" only if you have submitted your application. If you haven't submitted your application yet, don't check the box. You can update this information later on.
8. Click Add Application

5. Prepare Applications

- Students are responsible for preparing and submitting applications. **Applications are the most important documents in the process.** It should be the first document submitted to the college and must be on time! The college needs to start an electronic file before it can add supporting documents (transcripts, recommendations). If students wait until the deadline day to submit an application, then supporting documents can't possibly be logged in as "on time".
- Types of Applications
 - The Common Application (www.commonapp.org)
 - School Specific Application (application found on college's website)

Note: Some colleges give students the option to apply using more than one type of application. Please know that **there is no advantage to using one application over another**. Use what is most convenient for you.
- [Common App Ready](#) is an online resource consisting of tips and best practices designed to help students complete applications, on the Common App website, successfully and on time.
- Special Talents (art, music, theater)
 - Separate applications could be required
 - Different deadlines might apply
 - Portfolio, digital portfolio, audition or audio recording may be required
- Brookdale Applicants
 - If Brookdale is a student's first choice, then let the school counseling staff know! We have specific online application instructions to share, and we will help you with the application in January/February.
 - Visit Brookdale's website for information - <https://www.brookdalecc.edu/>

- Dual Enrollment Students at Brookdale who would like to attend Brookdale after graduation do NOT need to complete the online application. These students will receive a *Brookdale Change of Program* form to complete from Brookdale.

6. Match Common App in Naviance (if applying to any colleges via the Common App)

- Instructions:
 1. Log into Naviance
 2. Go to Colleges in the top menu bar
 3. Click on Colleges I'm Applying To
 4. In the long red bar across the top of the page click "Match Accounts".
 5. You will be brought to the Common App Login screen
 6. Enter your username and password for Common App.
 7. Read the message and click I agree and submit.
 8. You will be redirected back to Naviance and see the red bar is now green and you've been "Matched".
- NOTE: You only need to complete this step **one** time and it applies to all colleges on your Common App Account and Naviance Account.

7. Send official SAT and/or ACT Scores electronically to colleges through CollegeBoard and/or ACT accounts (if required)

- Some colleges require students to submit **official test scores** electronically from [College Board](#) and/or [ACT](#) accounts.
- Some colleges accept **unofficial test scores** when applying. Students self report on the application. Then if accepted and the student decides to attend that college, the student will need to send scores officially from [College Board](#) and/or [ACT](#) accounts.
- Some colleges are **test optional**. Be sure to read test optional policies carefully.
- **Note: It may take 3-4 weeks for "official" scores to get to colleges.**


8. Submit Applications to Colleges

- **Remember: The application is the most important document in the process.** Carefully review applications before hitting the submit button! Avoid submitting applications late at night. Ask a parent or family member to review the application before submitting.

9. Update Naviance


- After an application is submitted, make sure the college is listed in Naviance, under the "Colleges I'm Applying to" tab. Indicate the Application you used and the Application Type.
- Log into Naviance. Go to Colleges I'm Applying To. Use the Edit button next to the college to indicate:
 - Your application was submitted
 - How you applied - via Common App or Direct to Institution
 - Application type: ED, EA, RD, etc.
- Do this every time a college application is submitted.

10. Submit the WHS Senior College Application Form to your assigned school counselor.
- **This step is the most important step in communicating with WHS Counseling Staff!**
 - This [form](#) needs to be completed for each college.



WALL HIGH SCHOOL

Senior College Application Form



This form must be submitted to your school counselor for each college.

<div style="background-color: #cccccc; padding: 5px; text-align: center; margin-bottom: 10px;"> SUPPORTING DOCUMENTS (transcripts, letters of recommendation, SAT/ACT scores) </div> <p>Most colleges require the application <u>AND</u> the supporting documents by the application deadline. As a result, students must apply to the college and submit this form <u>**10 SCHOOL DAYS**</u> prior to the application deadline.</p> <p><i>NOTE: The Counseling Office does NOT send SAT/ACT scores. That is the student's responsibility.</i></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 50%; padding: 5px;">If your College Application is due:</th> <th style="width: 50%; padding: 5px;">Then your WHS Senior College Application Form is due in the Guidance Office by:</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; color: red;">October 15, 2022</td> <td style="text-align: center; color: red;">September 30, 2022</td> </tr> <tr> <td style="text-align: center; color: red;">November 1, 2022</td> <td style="text-align: center; color: red;">October 18, 2022</td> </tr> <tr> <td style="text-align: center; color: red;">November 15, 2022</td> <td style="text-align: center; color: red;">October 28, 2022</td> </tr> <tr> <td style="text-align: center; color: red;">December 1, 2022</td> <td style="text-align: center; color: red;">November 14, 2022</td> </tr> <tr> <td style="text-align: center; color: red;">December 15, 2022</td> <td style="text-align: center; color: red;">December 1, 2022</td> </tr> <tr> <td style="text-align: center; color: red;">January 1, 2023</td> <td style="text-align: center; color: red;">December 12, 2022</td> </tr> <tr> <td style="text-align: center; color: red;">January 15, 2023</td> <td style="text-align: center; color: red;">January 2, 2023</td> </tr> </tbody> </table>	If your College Application is due:	Then your WHS Senior College Application Form is due in the Guidance Office by:	October 15, 2022	September 30, 2022	November 1, 2022	October 18, 2022	November 15, 2022	October 28, 2022	December 1, 2022	November 14, 2022	December 15, 2022	December 1, 2022	January 1, 2023	December 12, 2022	January 15, 2023	January 2, 2023	<p>Student Name: _____</p> <p>Counselor Name: _____</p> <p>College Name: _____</p> <p>Indicate below which college(s) or major(s) you applied under (ex: College of Arts & Sciences)</p> <p>_____</p> <p>_____</p> <p>Application Due Date _____</p> <p>Date I applied _____</p> <p>Application Type:</p> <p><input type="checkbox"/> Common Application</p> <p><input type="checkbox"/> School Specific Application</p> <p><input type="checkbox"/> Coalition Application</p> <p>I have applied:</p> <p><input type="checkbox"/> Regular Decision</p> <p><input type="checkbox"/> Early Decision (binding)</p> <p><input type="checkbox"/> Early Action (non-binding)</p> <p><input type="checkbox"/> Rolling</p> <p><input type="checkbox"/> Other _____</p>
If your College Application is due:	Then your WHS Senior College Application Form is due in the Guidance Office by:																
October 15, 2022	September 30, 2022																
November 1, 2022	October 18, 2022																
November 15, 2022	October 28, 2022																
December 1, 2022	November 14, 2022																
December 15, 2022	December 1, 2022																
January 1, 2023	December 12, 2022																
January 15, 2023	January 2, 2023																

**** FOR OFFICE USE ONLY ****

Received by: _____	Date: / /
<input type="checkbox"/> 1st App/10 School Days	Date: / /
<input type="checkbox"/> READY/Prior Docs Sent	Date: / /

TRANSCRIPT & MATERIALS SENT

<input type="checkbox"/> Via Naviance	Date: / /
<input type="checkbox"/> Other:	Date: / /

Notes: _____

STUDENTS: Check all supporting documents that you would like sent to the college:

Official Transcript

Counselor letter of recommendation

Teacher letter(s) of recommendation

If required, please list the names of the teachers in order of which you would like them sent:

1) _____

2) _____

3) _____

- **Students apply to college THEN submit this form to their school counselor.**
- This form alerts the student’s counselor that the student has applied to college and needs the counselor to send supporting documents to the college.
- Students must submit this form for each college to their school counselor **10 school days** prior to the application deadline. Please refer to this chart for deadlines:

If your college application is due:	Then your WHS Senior College Application Form is due to your school counselor 10 school days prior
October 15, 2022	September 30, 2022
November 1, 2022	October 18, 2022
November 15, 2022	October 28, 2022
December 1, 2022	November 14, 2022
December 15, 2022	December 1, 2022
January 1, 2023	December 12, 2022
January 15, 2023	January 2, 2023

Electronic applications and supporting documents (transcripts and recommendations) will usually be uploaded to a college’s server within 24 hours. The colleges need an **additional 3-5 days** to sort and match supporting documents. Don’t be surprised if the college sends an email that states required documents are missing, as most times those emails are automatically generated when an application is entered in the database.

Applications Have Been Submitted... Now What?

- Pay attention to email and college portals set up in the application process. Students need to make their school counselors aware if they receive any notifications about supporting documents missing from their applications.
- If students need their MP 1 Transcript or Semester 1 Transcript sent to any colleges, they must complete a google form that will be available to seniors at the end of MP 1 and the end of Semester 1.
- **Please keep Naviance updated with college admissions decisions.** As students hear back from each college, they should indicate the admissions decision in Naviance- accepted, denied, deferred, or wait- list.
- **May 1** is the universal application reply date. If accepting an offer of admission, students must do so by May 1st to ensure a place in the freshman class. Once a student has accepted an offer of admission, the student should acknowledge and decline all other offers. **If a student has applied and been accepted during the Early Decision period, he/she should decline any other offers and withdraw any applications even if admission decisions are still pending.**
- Once students accept an offer of admission, they must update Naviance with the college they will be attending. This is the only way to ensure the school counseling staff knows where to send student final transcripts after graduation.

Final Notes

- Students should utilize the Student Checklist.
- Counselors will meet with students individually over the next few weeks to see where they are in this process.
- Students need to touch base with their teachers regarding letters of recommendation.
- Applications and essays take a great deal of time. Plan accordingly.
- It is so important to go to individual college websites to make sure you have the most up to date information regarding application requirements and deadlines.
- Students must submit the WHS Senior College Application Form for each college to their school counselor **10 school days** prior to the application deadline.

Visit <https://www.wallpublicschools.org/Domain/284>

to view important information on the WHS Counseling Website.

The key is consistent communication between student and counselor.