

RBVHS Senior Check List

Naviance: How to use it

- Utilize your Naviance account for all college research and application needs.
- Update your list of colleges you are applying to.
- Keep track of all application deadlines!
- Request letters of recommendation early.
- Request official transcripts.
- Search and apply for scholarships.
- Sign up for college visits and college application workshops.

SAT and ACT

- Most colleges require either the SAT + writing or the ACT + writing. UC's also require 2 SAT subject tests. Double check with the colleges you are applying to for their guidelines.
- All CSU's and UC's accept test scores through the December test date with the exception of:
-Cal Poly San Luis Obispo and San Diego State which only accept through November's date.
- Colleges require official score reports to be sent directly from Collegeboard (SAT) or ACT.
- Use code # 3594 to send SAT scores to all of the CSU's.

College Applications

- Create a master calendar to keep track of all application, financial aid and test score deadlines.
- Be sure to read the instructions CAREFULLY! There is a lot of competition for very few spots and errors in your application can cost you a chance at admission.
- Work on personal statements and essays early. Pay attention to the prompt and stay on topic. Have someone proof-read them for you.
- **CSU application window: October 1 – November 31. Apply at www.csumentor.com**
- **UC application window: November 1-November 31. Apply at www.universityofcalifornia.edu/apply**
- Create a Common Application account on www.commonapp.org for those participating colleges
- For private/independent schools: Make sure you have all required materials before sending your application. Some schools have additional "supplemental" forms that are required in addition to the application.
- ****APPLY BROADLY** College admission is at its most competitive so make sure you apply to a range of colleges and even consider out-of-state and private schools. Many of them provide scholarships that would make attending affordable for you.**

Letters of Recommendation

- Before you request a letter of recommendation from your counselor or teacher, you MUST complete the following on your Naviance account:
 - Fill out the “Brag Sheet” (click on the “About Me” tab)
 - Complete your list of colleges you are applying to
 - Complete the FERPA waiver
 - Complete a Common Application registration through www.commonapp.org
 - Request official transcripts and make payment to the **registrar ONLY IF THE COLLEGE SPECIFICALLY ASKS FOR THEM!**

Letters of Recommendation continued...

- Email your counselor or teacher once you have completed all of the above
- **ALL REQUESTS MUST BE MADE AT LEAST 10 SCHOOL DAYS PRIOR TO THE DATE YOU NEED YOUR LETTER!! THIS DOESN'T INCLUDE HOLIDAYS.**

Official Transcripts

- All official transcript requests must be made through your Naviance account.
- There is a fee for all official transcript requests, which you will see when you make your requests, and that fee MUST be paid, in person, to our registrar before she can send your transcripts out.
- Payment can be made with CASH or MONEY ORDERS only.
- Transcripts are not sent immediately so do not wait until the deadline date to request them. Ideally, make your requests at least one week prior to the application deadline.

Financial Aid and Scholarships

- ALL financial aid and scholarship opportunities presented to RBV students are posted and updated regularly on your Naviance account. Click on the “Colleges” tab and scroll down to “scholarship list.”
- January 1st: Fill out the FAFSA! Don't wait as most aid is first come first served. Both parents and students will need a PIN # which you should apply for prior to January 1st.
- FAFSA application can be accessed at www.fafsa.ed.gov
- All students should fill out the FAFSA regardless of whether you believe you are eligible for financial aid. Many other grants and scholarships from the state and individual colleges require that a FAFSA be filled out in order to be eligible. **DON'T MISS OUT!!**
- Cal-Grant: RBV submits our student Cal-Grant applications electronically for those who wish to participate. Students will receive the Cal-Grant GPA Verification Permission form in December. The deadline to turn them in to the Counseling Department is February 28th.

Workshops

- **College Visits:** Many colleges come to RBV to present information about their schools. Sign up on Naviance to attend these presentations!
- **CSU Application Workshops:** October 4th & 26th, 2:30-4:00 in Library computer lab. Sign up on Naviance under “college visits.”
- **College Night:** October 6th, 6:00pm in the PAC. Representatives from UC, CSU, private schools, and community colleges will present. Naviance Parent Workshop from 5:30-6:00pm.
- **UC/CSU Application Workshops:** November 1st, 17th, and 29th, 2:30-4:00 in Library computer lab. Sign up on Naviance under “college visits.”

- **Financial Aid Night:** January 6th, 6:00pm in the PAC.

Community Colleges

- If you plan on attending Palomar or Mira Costa Community college next year, RBV hosts PRIORITY placement test & registration workshops.
- Workshops for Palomar are February 8th and 9th. You must sign up on Naviance or in the Career Center.
- Workshops for Mira Costa are still to be determined. Check on Naviance and listen for an announcement in the Daily Bulletin.