

Applying to College

Unless you are sure you want to attend one specific college, it may be to your advantage to apply to several. When you decide on the colleges to which you wish to apply, follow the simple steps below.

1. Complete the college application form. Most, if not all, applications are available electronically on NAVIANCE from the college or university website. [NAVIANCE](#) also has a link to the Common Application (www.commonapp.org). If the application requires [teacher recommendation](#) or [counselor recommendation](#), arrange for those immediately. Information on requesting these recommendations is linked here. [Parent input](#) is also requested. Some colleges have early admission deadlines, as early as mid-November. Check to make sure of your college's application deadline. If you organize on [NAVIANCE](#), you will have a ready made chart. Check your list from time to time.
2. Don't be concerned if recommendations or test scores are received at the college before your application gets there. The college will open a file for you with the first piece of data they receive about you. It is only critical that everything, particularly your application, gets there by the final deadline.
3. The Counseling Office will send your transcript and counselor recommendation to the colleges after you submit the items required in [the Letter of Recommendation Counselor Checklist](#). When your file is complete, it is sent on to the admissions reps to be reviewed. If you send the Common Application using [NAVIANCE](#), we will have a record of the sent applications and recommendations. We will also send our **High School Profile** with your transcript. This describes HHS and our community and provides valuable general information to your college.
4. Arrange to have your SAT or ACT scores sent to your colleges by The College Board or ACT.
5. Final Transcripts: Most colleges and vocational schools require a final transcript. Counselors will give instructions on how to **request final transcripts in May**.
6. Keep your senior grades up and don't "bail out" on tough courses. Don't forget- colleges watch your senior grades, course titles and progress very carefully. Make sure to have your midyear grades sent to colleges that request them.
7. Read the [Weekly Guidance News](#) for updated information about the College Process and Scholarships and Financial Aid.
8. Apply for financial aid by the deadlines they set. Complete the [FAFSA - Free Application for Federal Student Aid](#)
9. Let your counselor and teachers who wrote your recommendation know of the outcome of your application process. Your success is a success for HHS.

*Important Note About Teacher or Counselor Recommendations: If recommendations are needed, ask a counselor or teacher who knows you well *at least 2-3 weeks in advance of any deadlines*. Providing the teacher with information about yourself and ample time to write their letter can enhance the recommendation. Give them a copy of your resume.