

## Applying to College?

Complete these tasks for a smooth application process! Questions? Feel free to call or email us!

You can reach all CVU Counselors by calling 482-7137 or by using the numbers and emails below:

**Chittenden: Naomi Williams (nwilliams@cvsdvt.org) (A-K) 482-7192**  
**Chittenden: Sara O'Hare-Hughes (soharehughes@cvsdvt.org) (L-Z) 482-7192**  
**Fairbanks: Russ Aceto (raceto@cvsdvt.org) 482-7124**  
**Nichols: Jen Bickel-Hayes (jbickelhayes@cvsdvt.org) 482-7119**  
**Snelling: Julie Dimmock (jdimmock@cvsdvt.org) 482-7159**  
**Flexible Pathways Counselor: Susie Moakley (smoakley@cvsdvt.org) 482-7128**

\_\_\_ Log on to Naviance to complete a college search, if you have not already done so. (See your house counselor if you need instructions.) You can also research on collegeboard.org or any other college planning site. Enter the names of colleges you are considering by going to the Colleges tab in Naviance and then clicking on "Colleges I'm thinking about."

\_\_\_ Check if the colleges you are considering use the Common Application (if so, "CA" will be in the computer symbol next to the college's name). Create a Common Application (commonapp.org) account if needed and/or begin other applications.

\_\_\_ Consider whether you are applying to colleges under the Early Action, Early Decision or regular decision plans. Please note if any of your schools have early or unusual deadlines. (Some deadlines are as early as October 1.)

\_\_\_ If applying for financial aid, please make note of those deadlines as well. (CVU offers a Financial Aid Forms Night in October to help with this process.)

\_\_\_ Schedule your future planning appointment at least four weeks before your first deadline, by emailing your house counselor with your free blocks and requesting an appointment. You can also make an appointment by stopping in to the Direction Center and speaking with Karen Archer, our Administrative Assistant.

\_\_\_ Review your transcript with your counselor to ensure its accuracy.

\_\_\_ Check colleges' testing requirements. Sign up for SAT/ACT/SAT Subject Tests if needed. Check with your colleges to see if you should register for the optional Writing section of the ACT and SAT.

\_\_\_ For each college you are applying to that requires standardized test scores, request official test scores from CollegeBoard (SAT) and/or ACT. **Please note that CVU does not maintain or send official scores.**

\_\_\_ When you decide to what colleges you are applying, add the names to your “Colleges I’m applying to” list. There are two ways to do this. If the college is already on your “Colleges I’m thinking about” list, you can go there, click on the box before the college name, and click on “Move to Application List” at the top of the page. If the college is not already on the “thinking about” list, you can add them by going to the “Colleges I’m applying to” link and clicking on the red + button. You must indicate your application deadlines there. Be careful doing this, as teachers use this information to prioritize their letter writing.

\_\_\_ At this point, you will also need to indicate what type of application you will be using. If you have any questions about this, please see your counselor.

\_\_\_ When you add colleges to the “Colleges I am applying to” list, you will be prompted for information about your transcripts that will be sent there. Please choose Initial as the transcript you want sent. **When you add a college to this list and request a transcript, please also email your counselor so they are aware of the request.**

\_\_\_ Ask one or two teachers (depending on college requirements) for letters of recommendation, preferably academic teachers from your junior or senior years. Be sure to make this request in person and to also ask what the teachers need from you to write your letter. (Please note: some teachers require a form called “Give this to your teacher.” This and other forms can be found in Naviance. From the bottom left of the Naviance home page, click on Document Resources, and then College Application Documents.) **Please check college requirements about letters of recommendation, as some schools do not require any, and some put a firm limit on the number they will accept.**

\_\_\_ **AFTER** you have asked your teachers for letters of recommendation in person, enter their names in the Letters of Recommendation link under the Colleges Tab, in the Apply to Colleges section.

\_\_\_ If you would like to ask your counselor for a letter of recommendation, please ask him/her four weeks before your first deadline. Not all colleges require counselor letters, and an advisor letter may also suffice. If you request a letter from your counselor, please complete the following required forms in Naviance:

- Personal Information Survey (under the “About Me” tab, then My Surveys, then Surveys not started)
- Three Teacher Feedback Forms (in Document Resources and then College Application Documents)
- Parent/Guardian Feedback form (Contact house counselor for a hard copy.)

\_\_\_ Research the required essays for each college, and begin working on these. Please check the Supplemental essay section as well as the Questions section of the Common App for each college. Have a teacher or other trusted adult look over your drafts.

\_\_\_ Schedule interview(s) at your colleges, if necessary or desired. (Most colleges no longer require interviews.)

\_\_\_ Complete and submit applications by the deadlines. Have someone review your applications before you submit them. **Please notify your counselor if you apply to any college using a unique application provided to you by the college.**

\_\_\_ Be sure to respond immediately to further requests from colleges. Please note that colleges sometimes take a few weeks to process materials.