**College Application Checklist**

* Make sure your “Colleges I’m Applying To” list on Naviance is complete. If you add a college later in the year, see your counselor face to face to relay that information. Please remember to add HCC to this list if you are planning on applying there.
* Match your Common Application account and your Naviance account by logging into Naviance and choosing the Colleges tab. \*note: not all students will have to complete this step. You need only do this if you have used the Common App for one or more of your colleges.
* Have parents/guardians sign the Transcript Release Form. Return it to the Counseling Office as soon as possible.
* Request your transcripts through Naviance.
* Request letters of recommendation from your teacher by speaking to them in person. Please allow at least two weeks for them to complete the letter for you.
* Request the letters of recommendation on Naviance from those teachers who agreed to write a letter for you. You must complete this step so the teachers will receive the link to upload your letter.
* Know your deadlines! Do not wait until the last minute to request transcripts and letters of rec. These things take time and could negatively affect your application if they are late.
* **MAKE AN APPOINTMENT WITH YOUR COUNSELOR!!!** Even though most of our college process happens online, it is important that you have a face to face meeting with your counselor so we are prepared to support you in your senior year.

**\*\*\*See reverse for links and further information\*\*\***

**Naviance Log In:**

[**http://connection.naviance.com/cmiltonwh**](http://connection.naviance.com/cmiltonwh)

Email: Student ID #

Password: last name (all lowercase letters)

**Common Application:**

[**https://www.commonapp.org**](https://www.commonapp.org)

Students will only use this website if one or more of the colleges in the student’s college list uses the Common Application.

\*\* If you are using the Common App, please be sure to match your Naviance and Common App accounts. This is done from the Colleges Tab.

**Signing up for a college visit:**

Occasionally colleges will visit CMW to give students information on their programs. A continuously updating list of college visits can be found on Naviance under the College Tab. Click on “Upcoming College Visits” to view and sign up.

**ASVAB- Armed Services Vocational Aptitude Battery:**

The ASVAB is a free test that can help you decide what career you may be suited for. It is given by the military, but is not just for students interested in the military. For more information, see your counselor. To sign up for the test, log onto Navaiance. The ASVAB will be listed under College Visits. This year’s test will be November 15th.

**Requesting Electronic Transcripts:**

Log onto Naviance and go to the Colleges Tab. Choose “transcript” option on the left side of the page.

**Requesting Letters of Recommendation:**

After speaking with your teacher in person, log onto Naviance and go to the Colleges Tab. Choose the “letters of recommendation” option at the top of the page.

**Scholarships:**

There are many scholarship options for which students can apply. The Counseling Office keeps a running list of them on Naviance. Log on and choose the Colleges Tab. At the bottom of the page are several options. \*\*Note: the Scholarship List contains local scholarships that the community has asked CMW to advertise.

**Counseling Office Website:**

Please visit our website to keep up with current information and see videos/ Power Points of the College Presentation. [www.cmwcounseling.weebly.com](http://www.cmwcounseling.weebly.com).