

## College Applications: Student Directions

- 1) Create a Common Application account at: <https://www.commonapp.org/>
- 2) Log into Naviance: <https://connection.naviance.com/fc/signin.php?hsid=voorhees>
  - Complete FERPA
    - Click on 'Colleges' tab
    - Click on 'Colleges I'm Applying to'
    - Complete Privacy Notice for Common Application
- 3) Check to see if the school(s) you are applying to are: Common Application, Naviance eDoc Participants (Non Common Application) or Neither (meaning they do not accept electronic documents).
  - This list available by:
    - Logging into Naviance and clicking on 'edoc/common app list' under Links OR
    - Add the colleges to 'Colleges I'm thinking about' link and look under 'Delivery Type'
      - CA = Common Application
      - Blank Screen = Naviance
      - Postage Stamp = Not a Naviance Participate
- 4) Go online to send your SAT or ACT scores to each college you are applying to.
  - a. Visit <http://www.collegeboard.com/> or <http://www.actstudent.org/>

**\*If school IS A COMMON APPLICATION OR NAVIANCE eDOC PARTICIPANT SCHOOL, then please follow the below procedures:**

- 1) Request Teacher Recommendation via Naviance (as soon as a teacher agrees to write a recommendation log on and immediately complete this step)
  - Click on 'Colleges' tab
  - Click on 'Colleges I'm Apply to' tab
  - Click on 'Add/Cancel Requests' under Teacher Recommendations, selecting appropriate teachers
- 2) Complete all student portions of the application and submit electronically prior to the deadline
- 3) Make an appointment with your counselor to submit a transcript release form at least 10 school days before the deadline
  - DO NOT SUBMIT ENVELOPES OR EXTRA FORMS. This will all be completed by the counselor directly on Naviance. No paper is needed!
  - For Common Application schools, please make sure that the colleges are on your Common Application list

**\*If school IS NOT A COMMON APPLICATION OR eDOC SCHOOL, meaning they do not accept electronic documents, then please follow the below procedures:**

- 1) Complete all student portions of the application and submit prior to the deadline



## Important Voorhees Information for College Applications

**CEEB Code:** 310433

**Voorhees Address:** 256 Route 513, Glen Gardner, NJ 08826

**Guidance Phone Number:** (908) 638-2130

**Guidance Fax Number:** (908) 638-6355

<b>Counselor Name</b>	<b>Counselor Email Address</b>
Beth Nemeth	<a href="mailto:enemeth@nhvweb.net">enemeth@nhvweb.net</a>
Jean DiSalvio	<a href="mailto:jdisalvio@nhvweb.net">jdisalvio@nhvweb.net</a>
Brian Strauss	<a href="mailto:bstrauss@nhvweb.net">bstrauss@nhvweb.net</a>
LoAnn Osmun-Ditzler	<a href="mailto:losmun-ditzler@nhvweb.net">losmun-ditzler@nhvweb.net</a>
Ann Fresoli	<a href="mailto:afresoli@nhvweb.net">afresoli@nhvweb.net</a>

**Graduating Class Size:** 277

**Grading Scale:** 4.0

**Graduation Date:** June 8, 2012

Some friendly reminders:

- Voorhees does not disclose rank
- You need to send your SAT/ACT scores directly to the colleges you are applying to via [www.collegeboard.com](http://www.collegeboard.com) or [www.actstudent.org](http://www.actstudent.org)
- You do not need to print out forms for Common Application or Naviance eDoc schools BUT you do need to print secondary school reports/ teacher evaluation forms for non-participating schools
- If applying to Rutgers, your NJ SID number is the "Department" number on your transcript. Rutgers is a self-reporting school and does not require an official transcript in order to apply.