Completing the tasks listed below will allow students to effectively manage and plan for the college application process in a timely manner.

**SPRING OF JUNIOR YEAR:**

**Junior Seminar:** All juniors will be scheduled in a computer lab with their Guidance Counselor to access Naviance and research careers & colleges. Students will receive step-by-step instructions to complete the tasks listed below. *Parents are strongly encouraged to access Naviance and review their child’s college and career considerations.*
- Research and explore colleges and careers based on their interests.
- Students will review the “Plan of Study” related to the major they are interested in. This information should assist students with their high school course selection process.
- Students will research careers and the skills/knowledge required, tasks/activities, employment outlook and wages in the field on interest.
- Research and explore colleges they may potentially be interested in based on type, location, admissions, athletics, majors, costs, special programs. Students will save their searches and use this information to create lists of colleges to potentially apply to and schedule campus tours.
- Students will use data collected in Naviance to help determine their reach, target and safety schools based on their current GPA & PSAT or SAT scores. This information can be viewed using the Scattergram plots.
- Juniors will be required to sign up for the Guidance Google Classroom. Information, timelines, updates and more will be posted on this site throughout the remainder of their junior year and throughout their senior year of high school.
- All students will have a 1-1 College Planning Meeting with their Guidance Counselor in March. Parents will be invited to attend the College Planning Meeting but their attendance is not required. The Guidance Counselor will review the list of colleges the students created and answer any questions regarding the college search process.

**JUNIOR/SPRING TO-DO LIST:**

**College Planning:**
- Create a list of “Colleges you are thinking about” in Naviance.
- Read & Review the 2019/2020 Program of Studies and thoughtfully plan out senior year courses. Students should register for rigorous and challenging courses to create a competitive transcript.
- Contact colleges and schedule campus tours. This can be done via the college website or by calling directly. Colleges like to know if interested applicants have visited their campus!
Thoroughly & thoughtfully complete the Student Profile in Naviance. The Student Profile is used by teachers and Guidance Counselors to write the letters of recommendation. Compile a list of activities, awards, recognition, community service, volunteer work, employment, sports, clubs and all extra-curriculars and be prepared to include this information in the student profile. The more information provided, the better the letter of recommendation will be!

Think about 2 teachers to ask for letters of recommendation. Students should ask the teachers in person and they may ask in the spring, but they will need to follow up with the request in the fall. Guidance Counselors write letters of recommendation for all students on their caseload who plan to apply to a 4-year college.

STANDARDIZED TESTING:

Create a plan for taking standardized tests & register for them online. It is recommended to take standardized tests at least two times; once in the spring and a second time in the summer/fall. Students applying to competitive colleges should also plan to register for Subject Tests. *Any student that receives reduced or free lunch should see their Guidance Counselor for an SAT and/or ACT fee waiver.

SAT: Students should login into their Collegeboard account at www.collegeboard.org to register.

SAT SPRING DATES:
- SAT only - March 9 – Registration Deadline: February 8
- SAT & Subject Tests - May 4 – Registration Deadline: April 5
- SAT & Subject Tests - June 1 - Registration Deadline: May 3

ACT: Students should create an account and register for the ACT at: www.actstudent.org

ACT SPRING DATES:
- April 13 – Registration Deadline: March 8
- June 8 – Registration Deadline: May 3
- July 13 – Registration Deadline: June 14

STUDENT ATHLETES/NCAA:

Any student that is considering playing sports at a Division I or Division II college must complete the NCAA Clearinghouse online registration at: www.ncaaclearinghouse.net. This is required to ensure the student meets NCAA eligibility requirements.

SUMMER OF JUNIOR YEAR:

Students are strongly encouraged to complete the tasks listed below prior to the start of their senior year. This will assist students in managing their time, meeting deadlines and keeping the college application process from becoming overwhelming.

OUR MISSION: To ensure student achievement through excellence in teaching and learning.
Students should narrow down the list of “colleges I am thinking about” to approximately 6-8 schools which they will apply to during their senior year. These colleges should be moved to “Colleges I am applying to” in Naviance.

Create a Common Application account at www.commonapp.org if the majority of the colleges being applied to accept the Common Application. Otherwise, the student will complete the school specific application on the college website.

Review the Common Application essay prompts and any school specific supplemental essays that may need to be written.

Compose a rough draft of a college essay.

Create a list of activities and/or a resume. Have a list of activities, sports, extra-curricular activities, community service/volunteer and employment prepared to assist with completing college applications.

Register for summer/early fall SAT and/or ACT test. It is recommended to test late summer/early fall for students applying early action/early decision to their colleges.

SAT Anticipated test dates are:
- August 24
- October 5

ACT Anticipated test dates are: TBD (typically in August & September).

FALL OF SENIOR YEAR:
Senior Seminar: Students will attend a Senior Seminar with their Guidance Counselor in September. The seminar will finalize the college admissions process including details on how to submit applications. Students will match their Common Application to Naviance & complete the required FERPA Waiver. Students will receive a checklist of items to complete throughout the fall of their senior year. The checklist will be posted in their Guidance Google Classroom.

Students should continue to work on their Common Application or school specific applications. Students should pay special attention to deadlines for all colleges.

Students will need to complete a Transcript Request Form and submit it to the Guidance Secretary a minimum of two weeks prior to their deadlines.

Students should request letters of recommendation from (2) teachers in person and should notify teachers of their application deadlines.

Update the student profile in Naviance if it was not completed over the summer.

Attend the PHS College Fair and be prepared to speak to the admissions counselors regarding any questions and to discuss interest in a desired college/program.

Students may search for national scholarships in Naviance. Local scholarships will be posted in the spring of the senior year. Guidance Counselors will review the local application process in a Senior Scholarship Seminar.
NAVIANCE TIPS & INSTRUCTIONS

NAVIANCE LOGIN: https://student.naviance.com/pembrokehs

Student Username: Firstname.lastname
Password: PembrokeStudentID#

INSTRUCTIONS TO EXPLORE CAREERS & CLUSTERS:

1. Scroll down to “favorites” → “Careers & Clusters I’m Thinking About”

2. Click on “Explore Careers & Clusters”

3. Scroll down to “Find Clusters and Pathways”
   CLICK ON THE “HEART” SYMBOL TO FAVORITE/SAVE ANY/ALL OPTIONS!
   In each cluster students can view the following information:
   ● Overview - Job Description
   ● Employment Outlook - Potential employment & salary

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● Plan of Study - Courses recommended to take in high school including elective courses & courses that will need to be taken in college.

● Related Occupations - Click on Related Occupations to learn more about occupations related to this field. This will provide information including: Job Overview, Knowledge & Skills, Tasks and Activities & Wages.

● Related Majors - Click on any major to view a list of colleges that offer this major. (Lists can be narrowed down based on the options listed at the top of the page and by saving the search.) **Be sure to click on the “heart” to save any colleges that you may interested.** (These colleges will be added to the “Colleges I’m thinking about”) list.

RESEARCHING COLLEGES IN NAVIANCE:

1. Click on “Colleges I’m thinking about”
   a. Students can add colleges individually or conduct a search by clicking on SuperMatch or Advanced College Search which is located in the left column.

2. Once Colleges are added to “Colleges I’m thinking about” students will have access to the following:
   - College Name
   - Delivery Type - Which application (the Common Application “CA”), or the School Specific Application (as indicated by the mail icon or an empty box)
   - Added by - The student, parent or counselor is an option
   - Application Deadline
   - More - Click on “More” to have access to: Admissions Email, Scattergrams, the College Website.

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- Scattergrams - Provide helpful information for students to help determine which colleges will be a safety, target or reach school. The scattergram will show where the student falls in comparison to other students from PHS who have applied to that particular college. The data is based on GPA and the most recent PSAT or SAT score.

*The green checks indicate Accepted Students, Red X indicates Denied Students, the Circles indicate Waitlisted Students.