



COLLEGE APPLICATION GUIDE  
FOR SENIORS  
Class of 2021

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## Getting Organized

There are many pieces to the college application process, and it can definitely seem overwhelming. Before getting too far into the “applying”, take some time to get organized. Visit each college’s undergraduate admissions website, and gather information about deadlines and application requirements.

Some things to look for:

- Deadlines - when are they, and what options are available? (Early Decision, Early Action, Restrictive Early Action, Rolling....)
- How can you apply? (Common App, Coalition App, Individual App etc.)
- Is an official transcript required, or will you self-report your grades?
- Are official test scores required, or can they be self-reported? Which tests do you need to take?
- How many essays are required, and what are the topics?
- Is there anything else required for your intended major?
- What financial aid forms are required? (FAFSA, CSS, Institutional application)

Find some way to organize this information that works for you. You can download a [College Application Tracker spreadsheet](https://docs.google.com/spreadsheets/d/167h4iMomnZAZQCH40U6IMZY70lj8O_dv3zssDLtYHNU/edit?usp=sharing) , [https://docs.google.com/spreadsheets/d/167h4iMomnZAZQCH40U6IMZY70lj8O\\_dv3zssDLtYHNU/edit?usp=sharing](https://docs.google.com/spreadsheets/d/167h4iMomnZAZQCH40U6IMZY70lj8O_dv3zssDLtYHNU/edit?usp=sharing) and make any changes you want.

## Who Does What?

Here's a quick overview of who does what. You can find more details and a checklist later in this guide.

### Student

- Updates Naviance with colleges applying to and letter of recommendation requests
- Updates Naviance with completion of required forms
- Knows what each school requires and when things are due
- Completes applications and essays
- Completes a Brag Sheet and Resume at least two weeks before 1st college deadline
- Requests transcripts and/or completes self-reported transcripts
- Emails MCC counselor when adding transcript requests and completing the brag sheet
- Orders test scores to be sent to colleges from testing companies
- Checks application status with each college, and follows up on missing items

### Parent/Guardian

- Completes FAFSA and all other required financial aid applications
- Supports student as he or she completes applications, etc.

### Counselor

- Meets with student in groups and individually, as needed
- Submits official transcripts and counselor letters of recommendation, when requested

### Teacher

- Submits letter of recommendation, when requested

## Information Needed to Complete Applications

- Our school code: 101018
- Your counselor's name and contact information
- How grades are reported: Semester
- Grading Scale: Weighted 4.0
- Class Rank: Not reported
- Graduating Class Size: Exact number TBD. Approximate number: 120.

**Applying to college is an exercise in following directions** - be sure you are giving them what they ask for, and that you are adhering to their limits. An individual college or university counselor may be reading 1,000 applications - you want to stand out for the right reasons!

## Staying Updated

Read all emails from the Guidance Office regularly. We will share Information on the Student Information site <https://sites.google.com/melbournecc.org/mcc-student-info/home> , the MCC webpage <https://www.melbournecc.org/> and The Buzz.

## Student Checklist - 4 Yr Colleges

- Submit to counselor: **Authorization to Release Student Transcript** form, signed by a parent/guardian
- Submit to counselor: **Student Resume & Brag Sheet**
  - On Naviance, update the Resume. Go to *About Me > Surveys*. This is information your counselor will use to write your *counselor letter of recommendation*. Please provide as much detail as possible.
  - Complete a Brag Sheet if you need a letter of recommendation
- Add colleges to your **Colleges I'm Applying To** list in Naviance, (directions follow)
- Create a **Common Application**, if using.

- On Naviance, **request a transcript** for each college to which you apply that requires an official transcript. **Immediately Email your counselor** with the name of the college and deadline. Also let your counselor know if you are **applying Early Decision, or require a fee waiver**. This is ongoing, you don't need to do them all at once (directions follow). **You must allow 10 (TEN) business days for the Guidance Office to send transcripts.**
- If the college does not accept electronic transcripts, you must provide Ms. Couch with an addressed envelope, with postage prepaid.
- Request **official test scores** be sent from College Board and/or ACT (directions follow).
- Complete **financial aid forms** (FAFSA, CSS, etc) and scholarship applications by the deadlines; you can complete FAFSA and CSS beginning October 1.
- Check your application status at each school.

## How do I....

### Add Colleges to the Colleges I'm Applying To List in Naviance

#### If the college is on your Colleges I'm Thinking About list:

- On the Naviance home page, under My Favorites, click on *Colleges I'm Thinking About*
- Click the *checkboxes* next to the colleges you are applying to. Click *Move to Application List*, at the top of the table.
- Indicate what **deadline** you are using (Early Decision, Early Action, Regular, etc). **This is very important**, as it tells your counselor and teachers when they need to submit your materials!
- Indicate how you are applying, if there is a choice:
  - **Common Application**
  - **Direct to Institution (school app OR Coalition app) If this is incorrect, your materials will not be received by the college. Be accurate!**
- Check the box if you've already submitted the application
- Click *Add Application*

### If the college is NOT on your Colleges I'm Thinking About list

- On the Naviance home page, under My Favorites, click on *Colleges I'm Applying To*
- At the mid-right of the page, you will see links for Manage Transcripts, etc. and a **BIG PINK +** sign. Click the +.
- **Search** for the college you would like to add. **Be very careful that you are adding the correct school**, as there are many schools with very similar (or identical) names. If you are unsure, remember to double check once it's been added to the list!
- Indicate what **deadline** you are using (Early Decision, Early Action, Regular, etc). **This is very important**, as it tells your counselor and teachers when they need to submit your materials!
- Indicate how you are applying, if there is a choice:
  - **Common Application**
  - **Direct to Institution (school app OR Coalition app)** If this is incorrect, your materials will not be received by the college. **Be accurate!**
- Check the box if you've already submitted the application
- Click *Add Application*
- To verify the correct school was added, you can click on the name of the college, which will bring you to the school profile page. Verify the location of the school is the one you want to apply to.

If there is a postage stamp icon, the school either requires a self-report of grades or requires that your transcripts are submitted by mail. It is your responsibility to know which! If the transcript needs to be mailed. Any questions? Ask a counselor!

## Request an Official Transcript

Please note that your counselor cannot process your request until you complete ALL of the steps on the Student Checklist up to the transcript request. **Please allow ten (10) business days** for the Guidance Office to complete your request.

In Naviance, navigate to the *Colleges I'm Applying To* screen.

- Click “*Request Transcripts*” at the top of the list of colleges. If you see a message, with no option to pick anything - either you haven’t turned in your green form, or your counselor hasn’t marked it as received. Check with your counselor.
- Click only the ***Initial*** checkbox.
- Click the words “*no preference*” to open the drop down of colleges on your list. Select the *checkboxes for the schools* that need your official transcript. Click *Done*.
- Immediately email your counselor with the following information:
  - Names of schools requested
  - Deadlines for each school
  - If you are applying Early Decision to one of those schools, and which one
  - If you are eligible for an application fee waiver

## Getting an Unofficial Transcript

Students can access an unofficial transcript by emailing Ms. Couch at [couchh@melbournecc.org](mailto:couchh@melbournecc.org). This is the best thing to use when you are completing a Student Self-Reported Academic Record (SSAR).

## Send Test Scores to Colleges

If the college or university requires official test scores, the testing agency must send them directly to the college or university. There is a per school cost to send scores and the cost increases the cost if you need scores rushed. Be sure to request your scores 2-3 weeks before the deadline to ensure timely receipt!



### **SAT/Subject Test - <http://www.collegeboard.org>**

- If you already sent scores to a college when you took the test, using the free score sends those scores are already on file in admissions. You can verify what you send by looking at the history of scores sent.
- You can choose to send ALL scores, or only some test dates (Score Choice). It is your responsibility to know if each college allows you to choose, or if they want to see all scores.
- If you are registered for a test in the future, you will be given the option to send the scores now, or wait until those future test scores are available. **Read carefully.**
- The College Board charges you \$12 per school to send scores. The rush fee is an additional \$31 so plan ahead.
- If you took the SAT with a fee waiver, you will not pay to send scores. It should come up automatically. If you were eligible, but didn't use a waiver, see your counselor for assistance before sending scores.
- If you are doing the Coalition application, you can also send your scores from within the Coalition application, by connecting it with your College Board account.

### **ACT - <http://www.actstudent.org>**

- If you already sent scores to a college when you took the test using the free score sent, those scores are already on file in the college or university's admissions office. You can verify what you send by looking at the history of scores sent.
- ACT charges you \$13 per test date per report. That means if you send two dates to two schools the cost is \$52.
- Those who tested with a fee waiver can send up to 20 score reports for free.

### **Advanced Placement**

- AP score reports are not sent at the time of application. You may choose to self-report your scores on the application for admission.

## Common Application

Follow this link for a step by step guide to completing the application

<https://www.commonapp.org/counselors-and-recommenders/common-app-ready>

## Coalition Application

Follow this link for a step by step guide to completing the application

<https://www.coalitionforcollegeaccess.org/mycoalition-intro>

## Overview of Application Process -- 2 Year Colleges

The application process for Eastern Florida State Community College, community colleges, and trade schools is generally very easy! The community colleges in our area all have open admission which means that any student who graduates from high school can take classes. <https://www.easternflorida.edu/>

We encourage students to visit any school they are thinking of attending, and to meet with the representatives when they visit MCC. EFSC visits MCC and also comes for an on-site application day (this may change due to COVID-19).

## EFSC Application Process

- In Naviance, add Eastern Florida State College to the *Colleges I'm Applying To* list.
- Complete the application for admission on the EFSC website (generally, students can apply beginning in January). Provide them with proof of residency.

<https://www.easternflorida.edu/admissions/enrollment-steps/first-time-student.cfm>

- Request final transcripts to be sent to EFSC.
- Complete Assessment and Placement Testing.
- Complete the FAFSA, if you want to be considered for financial aid.
- Complete orientation and meet with an advisor at EFSC.

## Other Helpful Information

### Additional Testing

You should plan to complete testing no later than December of your senior year. Check carefully to be sure which test dates colleges and universities accept based on their deadlines. If you need a waiver and your family qualifies, contact your counselor before registering for either test.

#### SAT and Subject Test Dates

TEST DATE	Subject Test	Registration Deadline	Late Registration Deadline (online)
September 26, 2020	NO	08/26/2020	09/15/20
October 3, 2020	YES	09/01/2020	09/22/20
November 7, 2020	YES	10/07/2020	10/27/20
December 5, 2020	YES	11/05/2020	11/24/20

#### ACT Test Dates

September	October
Saturday, September 12	Saturday, October 10
Sunday, September 13	Saturday, October 17
Saturday, September 19	Saturday, October 24
	Sunday, October 25

There are many test optional colleges and universities; check out [www.fairtest.org](http://www.fairtest.org)

### Athletics

If you plan to compete in Division I or II NCAA sports, you must register with the NCAA Eligibility Center at <http://www.eligibilitycenter.org>. Complete this as soon as possible. To be eligible, you must have taken a certain distribution of courses that have been pre-approved by the NCAA, and obtained a certain GPA in those courses. You'll also need to meet a certain minimum SAT/ACT score, depending upon your calculated GPA. It is important to meet with your counselor to be sure you have taken the proper courses and obtained the necessary grades and test scores to be eligible at the DI or DII level. Division III eligibility is determined at the individual college level.

## College Visits to MCC

We will conduct college visits virtually this year and announce the schedule on the MCC Student Information Site---under Guidance as well as during morning announcements. There will be a sign up sheet in the Guidance Office. Please complete the sign up and get your pass to attend 24 hours in advance of the virtual meeting.

## Essay Writing Resources

- Contact your English teacher for help with brainstorming, structuring and editing of essays.
- The College Essay Guy (<https://www.collegeessayguy.com>) is a terrific online resource. The site includes a number of free written resources and podcasts to assist with writing all types of essays, from personal statements to supplements.

## Extracurricular Activities/Resume

The admissions application provides space for you to report what you've done.

- Put your most important activities first in the list. If they read no further, they will see what you are most passionate about and to what you are most committed.
- Extracurricular Activities include anything you do when you are not in school, from grade 9 to present. This could include: school sports teams, clubs, plays/musicals, art shows, work, volunteering, 4-H, scouting, involvement at house of worship, dance, community/club sports, summer experiences, care of a family member, etc.

## Financial Aid

**We will hold Financial Aid Night virtually this year and communicate the date when we finalize it.**

**FAFSA:** <http://www.fafsa.ed.gov> The FAFSA is available beginning October 1, and uses financial information from the 2019 tax year. The application requires student information and parent information (including stepparents) that the student has lived with for more than 50% of the past 12 months. Here's a chart to determine the FAFSA parent: <https://studentaid.ed.gov/sa/sites/default/files/who-is-my-parent.png>.

**CSS Profile** - <https://cssprofile.collegeboard.org/>

Some schools may require the CSS Profile in addition to the FAFSA. Like FAFSA, you can complete it starting on October 1. If your parents are divorced or separated, it is important to know if each school requires submission of Non-Custodial Parent information. You can find more information about CSS Profile requirements at:

<https://profile.collegeboard.org/profile/ppi/participatingInstitutions.aspx>

## Recommendations

**For Common Application schools**, you can request that your recommender create a Common App account and submit his or her letter directly through that application. In your Common Application account under each college, go to Recommenders & FERPA. On this page, you will see what types of letters each school accepts. You can click Invite and Manage Letters of Recommendation to invite an outside recommender. You should invite any MCC staff member directly through the Common Application.

**For Coalition Application schools**, you can request that your recommender create a Coalition App account and submit his or her letter directly through that application.

## Scholarships

Students generally receive the most scholarship money from the colleges and universities directly. Be sure to know what you need to do to be considered for scholarships at each college. Is there a separate application, and what is the deadline?

**National and Regional Scholarships:** The Guidance Office sends out scholarship information throughout the year through email. Scholarship search engines are a great resource.

## Resources

- The [American College Application Campaign](#)
- (ACAC) is a national effort of ACT's Center for Equity in Learning. ACAC helps high school seniors navigate the college going process through state coordinators and programs. Their campaign focuses on closing gaps in access and equity for underserved students. <https://equityinlearning.act.org/acac/>
- Education after high school is a critical part of a successful future. With this in mind, former First Lady Michelle Obama launched [Better Make Room](#) -- [www.bettermakeroom.org/](http://www.bettermakeroom.org/) providing students with the [tools](#) they need to navigate the college process.
- College Board's BigFuture, <https://bigfuture.collegeboard.org/>, supports students from their first thoughts about college to their first day on campus. BigFuture helps students explore their interests and make decisions about college.
- **Bright Futures Scholarship** Scholarship for Florida residents. <https://www.floridastudentfinancialaidsg.org/SAPHome/SAPHome?url=home>

- **The National College Access Network's [Form Your Future](https://formyourfuture.org/)**, <https://formyourfuture.org/>, campaign provides free resources for volunteers and educators. Their goal is to help students and families complete their FAFSA. Together we focus on how to encourage students nationwide to apply for financial aid.
- NACAC's [Step by Step: College Awareness and Planning for Families, Counselors and Communities](https://www.nacacnet.org/steps), <https://www.nacacnet.org/steps>, offers a comprehensive K-12 college counseling curriculum. This guide provides a special focus on building a college going culture. Our shared goal is to support first-generation, underserved, and underrepresented students and families.
- [Scholar Snapp](https://www.scholarsnapp.org/admissions-offices/), <https://www.scholarsnapp.org/admissions-offices/>, makes applying for scholarships faster and easier. This free, simple to use solution allows students to reuse their application information. Contact information, essays, transcripts, and more move from one application to another. Together we save students time and energy.
- **Going Merry**, is a free scholarship and financial aid platform that has personalized matching and lists thousands of scholarships. <https://www.goingmerry.com/>

## Academic Tutoring & Test Preparation Programs

Melbourne Central Catholic High School does not endorse any of the for-profit services below, but values the resources available. Please note that these services vary widely in cost, frequency, term, etc. The best way to learn about specifics is to contact the provider directly.

### **Free Resources: Test Prep**

**ACT** [www.actstudent.org](http://www.actstudent.org) - The website for the ACT various test prep options are available on the site.

**SAT** [www.collegeboard.com](http://www.collegeboard.com) - Various test prep options are available for the SAT, Subject Tests, AP tests, and PSAT.

**KHAN Academy** <https://www.khanacademy.org/test-prep/sat> - new partnership with CollegeBoard for SAT prep.

## Area Resources: Academic Tutoring & Test Preparation

<b>Kaplan (online)</b> ACT, SAT, PSAT Test Preparation  Phone: 800-527-8378 <a href="http://www.kaptest.com/college">www.kaptest.com/college</a>	<b>StudyPoint</b> ACT, SAT, PSAT Preparation  Phone: (513) 322-3002 <a href="https://www.studypoint.com/">https://www.studypoint.com/</a>	<b>Kumon</b> Tutoring in Math & Reading  Palm Bay: 321-373-3733 Melbourne: 321-632-0900 Satellite Beach: 321-777-3704 <a href="https://www.kumon.com/home">https://www.kumon.com/home</a>
<b>Sylvan Learning of Melbourne</b> ACT & SAT Test Prep  Phone: (321) 622-3278 <a href="http://Melbourne,FLAffordableTutoring.com">Melbourne, FL Affordable Tutoring</a>	<b>LEAP</b> Individual Tutoring & Study Skills ACT & SAT Test Preparation  Phone: (513) 754-2240 <a href="http://leaprogram.com">leaprogram.com</a>	<b>Thumbtack</b> Search for local tutors near you!  <a href="https://www.thumbtack.com/">https://www.thumbtack.com/</a>
<b>Varsity Tutors</b> ACT & SAT Preparation  Phone: (888) 888-0446 <a href="https://www.varsitytutors.com">https://www.varsitytutors.com</a>	<b>All Seasons Learning Customized Tutoring Service</b> ACT & SAT Test Preparation  Phone: 812-584-3421 <a href="http://www.allseasonslearning.com">www.allseasonslearning.com</a>	<b>Club-Z In-Home Tutoring</b> ACT, SAT, PSAT Test Preparation  Phone: 800-434-2582 <a href="http://www.clubztutoring.com/cincinnati">www.clubztutoring.com/cincinnati</a>
<b>The Princeton Review</b> ACT, SAT, PSAT Test Preparation  Phone: (800) 273-8439 <a href="http://www.princetonreview.com">www.princetonreview.com</a>	<b>FIT Off-Campus Tutoring</b> *Limited Spots Available*  Phone: (321) 674-7110 <a href="https://fit.edu/academic-supporter/tutoring/">https://fit.edu/academic-supporter/tutoring/</a>	<b>Torch Prep Private Tutor</b> ACT Online Tutoring  Phone: 1 (888) 382-8174 <a href="https://www.torchprep.com/private-test-prep/">https://www.torchprep.com/private-test-prep/</a>

## Guidance Department Staff

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