

## Helpful Hints

### **Visiting college representatives:**

Colleges and universities visit Baylor throughout the fall. These visits, held during lunch, provide a perfect time for seniors to speak with admission representatives about the application/admissions process. The Daily Announcements (found in FirstClass) and Twitter (@BaylorCC411) provide a list of schools visiting each day.

### **College Applications:**

\*Type 1: Common Application: Please visit [www.commonapp.org](http://www.commonapp.org) to find member schools.

All students are required to complete the Common Application if a college or university is a member school. For example, University of Tennessee, Knoxville is now a member of the Common Application but will also maintain a UTK specific application; Baylor students applying to UTK will be required to use the Common Application.

We ask students to utilize the Common Application for the following reasons:

1. The College Counseling Office can process transcript requests quickly.
2. Colleges and universities can match the information we send instantaneously with a student's Common. Application account. This avoids delays during the admission review process.
3. The Common Application provides a number of opportunities for an applicant to make a very strong case for admission.

\*Type 2: Institution specific applications

Colleges and universities will provide a link to an application for admission. Students should first find the "admission" portal at a specific college or university, locate the online application link, and follow the directions provided.

\*Type 3: Coalition Application

Please speak with your college counselor if you plan on using the Coalition Application.

### **Early Decision:**

Please note: if you are applying early decision with a decision reply date on or around December 15, you and your counselor will plan how and when your remaining applications will be submitted.

Additionally, Early Decision ADMITS are required to withdraw any active applications at other colleges and universities.

### **Transcripts:**

All students are required to request high school transcripts through Naviance. College Counseling will not be able to deliver transcripts until the first week of September. We send all transcripts electronically prior to a posted application deadline.

Below are directions on how students request transcripts:

1. Login to Naviance (also known as Family Connection).
2. Click the “Colleges” tab on the upper left hand corner.
3. Click on “Transcripts” below the “resources” heading on the left hand side of your screen.
4. Click “request transcripts for my college applications.” You then request transcripts for the colleges and universities listed in “colleges I am applying to.” Remember, you will need to move the colleges and universities where you plan on applying from “colleges that I am thinking about” to “colleges I am applying to.”

Important steps to take after an application for admission has been submitted

1. Login to Naviance (also known as Family Connection).
2. Click the “Colleges” tab on the upper left hand corner.
3. Click on “colleges I am applying to”.
4. Click the “have you applied” link found to the right of the college or university listed alphabetically.
5. Click “yes” and then update.

Please note: a number of colleges have **received by dates as opposed to postmarked dates**. All students should make a transcript request for colleges and universities with received by dates 14 days in advance of a deadline.

### **Standardized Tests:**

A student, through the appropriate testing service, must request SAT and ACT scores to be sent to each college or university in which they are applying.

1. SAT: [www.collegeboard.org](http://www.collegeboard.org)
2. ACT: [www.actstudent.org](http://www.actstudent.org)

\*Official test scores are not included on a Baylor School transcript.

### **General Requirements:**

Each senior is required to request at least one transcript and submit at least one application by the end of October. All other transcript requests should occur no later than December 1, 2016.

### **Scholarships:**

Students who pursue merit-based scholarships, departmental scholarships, or other college or university specific scholarships that will ultimately defray the cost of attendance should pay close attention to application instructions, scholarship requirements, procedures, and deadlines.

It is important to note that many of these scholarships, as well as outside scholarships, require additional work of the applicant and have “hard and fast” procedures and deadlines.

Please see the directions below in the event that a college or university scholarship application requires an additional high school transcript sent to an office outside of a designated undergraduate admission office.

- Login to Naviance (also known as Family Connection).
- Click the “Colleges” tab on the upper left hand corner.
- Click on “Transcripts” below the “resources” heading on the left hand side of your screen.
- Click “request transcripts for scholarships or athletics”. You will then be required to complete the boxes provided by Naviance. Always complete the “due date” section so that the College Counseling Office can process your request well before the scholarship deadline.

### **Financial Aid:**

The FAFSA (the Free Application for Federal Student Aid / [www.fafsa.ed.gov/](http://www.fafsa.ed.gov/)) is the most commonly used tool that colleges and universities use to determine federal student aid. The College Counseling Office recommends that ALL parents begin the FAFSA on or after October 1, 2016.

CSS Profile: Other colleges and universities, mostly private institutions, may also require parents to complete the CSS Profile. The CSS Profile, a College Board product ([www.collegeboard.org](http://www.collegeboard.org)), uses a different methodology when determining student aid.

Click <https://student.collegeboard.org/css-financial-aid-profile> to learn more about the CSS Profile and established CSS Profile deadlines.

Tennessee HOPE: The Tennessee Lottery Scholarship requires all parents to complete the FAFSA in order for a student to be eligible for the Tennessee Hope Scholarship.

Georgia Hope: Georgia's Hope Scholarship Program requires all parents to complete the FAFSA or the GSFAPPS.

**College Leaves:**

It is common practice for seniors to request leaves to visit colleges and universities. Baylor School allows up to three excused absences during the college search and selection process. All seniors will initiate a college leave through the Upper School Office. College leaves are covered on page 9 of the Baylor B-Book.

Note: Scholarship interviews for students will not be included in the three visit limit.