



# SENIORS, DO YOU NEED TO SCHEDULE A COLLEGE APPLICATION APPOINTMENT WITH YOUR COUNSELOR?

***If you are applying ONLY to CSU/UC schools, you do not need an appointment at this time.***

*If you are applying to a private, out-of-state, or Common App school you will need to make an appointment to meet with your counselor.*

## **1. To do this, you must first:**

- Add your colleges to the “Colleges I’m Applying To” list in Naviance
- If using Common App, complete the FERPA and match your Common App to Naviance
- If you will need letters of recommendation, complete the Letter of Recommendation Survey in Naviance

## **2. Once you have completed the above:**

- See Mrs. Calderwood to schedule an appointment with your Counselor and pick up a College Application worksheet
- Return the worksheet, along with a printed copy of your letter of recommendation surveys to Mrs. Calderwood by Thursday the week before your Counselor appointment.
- Plan to spend FlexTime on the day of your appointment in the Counseling Office. You will be assigned FlexTime for your appointment day.

**Appointments 9/11-9/21 will be reserved for students applying Early Decision or Early Action. Allow 3 weeks for letters of recommendation requests to teachers or counselors to be sent.**