

ARLINGTON CAREER CENTER

Instill a Passion for Learning by
Doing

COLLEGE APPLICATION GUIDEBOOK

[ACC College and Career Website](#)



ARLINGTON CAREER CENTER

GETTING STARTED

- Turn in or submit your brag sheet to your counselor if you did not do so by the end of your junior year.
- Create an [organizational system](#) for yourself that shows requirements, deadlines, fees etc.
- Talk boundaries with your parent/guardian. Who is paying for college? If parents are contributing, how much?
- Work on your [college essay](#) and have someone edit it!
- Decide if you will apply early or by the schools regular decision deadlines.

IN GENERAL

- Compile a list of schools you plan on applying to. 7 - 9 is a good number.
- Many Schools are [test optional](#). If you take and SAT or ACT the student is responsible for sending scores.

DON'T FORGET

- Do not miss your application deadlines!
- Check your email daily! Your high school and your colleges will email you a lot of information that you cannot miss.
- Fee waivers are available for SAT /ACT / and your college applications. Ask Mr. DeRocco

STAY CONNECTED

Kathy Brewster
kathy.brewster@apsva.us
Director of Counseling
Services



Erin Gagen
erin.gagen@apsva.us
ACC Counselor

Sofia Panzenhagen
sofia.panzenhagen@apsva.us
ACC Counselor

John Crews
john.crews@apsva.us
ACC School Counselor

Carrie Schaefer
carrie.schaefer@apsva.us
ACC School Counselor



Frank DeRocco
frank.derocco@apsva.us
College & Career Counselor

Claudia Vasquez
claudia.vasquez@apsva.us
ACC School Counselor



[ACC Counseling Website](#)

The College Application Process "Simplified"

Step 1: Access Your Naviance Account Through [Myaccess.apsva.us](https://myaccess.apsva.us)

Enter Zipcode: 22204

Select: Arlington Career Center

Select: Student

Select: Single Sign On

Step 2: Adding Colleges to Your Naviance Account

Naviance is the platform that APS uses to send transcripts and other supporting documents to your colleges. In order for us to know where to send your documents, the colleges you are applying to must be listed in your Naviance account.

[HERE](#) is a video tutorial showing you how to add colleges to your Naviance account.





Step 3: Creating Your Common App Account

- Common App is the #1 platform that students use to apply to college. Over 1,000 colleges are on the Common App.
- Colleges on your Common App list will automatically roll over into your Naviance account, which is helpful.
- Any schools that are not on the Common App must be added to your Naviance manually. See step 2.



Step 4: Matching Your Naviance and Common App Accounts

- In order for us to send supporting documents (transcripts, recommendations, school reports, etc) to your Common App schools, these accounts must be matched. Video tutorial can be found [HERE](#)
- Do not match Naviance with Common App until senior year

Step 5: Requesting Transcripts Through Naviance

Most of your colleges will require you to request that we send your high school transcript to your schools on your behalf. [HERE](#) is a short video outlining the process.

If you are a NVCC DE student you may get a request to submit your NVCC transcript to your colleges. If so, [HERE](#) are the instructions.



Step 6: Requesting Teacher and Counselor Recommendations



Teacher Recommendations

Recommendations from your APS teachers are requested through your Naviance account. Most of your college applications will require one or two teacher recommendations.

Click [HERE](#) for a tutorial showing you how to request a teacher recommendation through your Naviance account.

Before sending your recommender(s) the invitation through Naviance, you **MUST ASK YOUR TEACHER(S) FIRST**. Most scholarship applications will also ask for one or two letters or recommendation.

All other outside recommenders (coaches, mentors, other outside supporters) are recommended through your Common App account under “other recommenders”

HERE IS A STEP-BY-STEP GUIDE ON HOW TO ASK FOR A TEACHER RECOMMENDATION

Counselor Recommendations

Most colleges will require a recommendation from your school counselor. In order for you to get a recommendation from your school counselor you must ASK in person and you must fill out a “Brag Sheet” which is a series of open ended questions that allow you to brag about yourself and let your counselor know more about you and your unique situation.

“Brag Sheets” can be completed in your Naviance account. Upper right hand corner click on the circle with your initials on it – from there you will see “surveys from your school.” You can also fill out the Word Document Brag Sheets below.

Brag Sheets

Brag sheets are a way for you to help your counselor and teachers write letters of recommendation. These forms give them more insight into who you are outside of school and your interests. Fill out these forms, and share them with your counselor and teachers when you ask them for a letter of recommendation! Student

[Student Brag Sheet](#)

[Parent Brag Sheet](#)





Create FSA ID

Complete FAFSA Application

FAFSA Youtube Channel

Federal Student Aid Resource Page

Financial Aid and Undocumented Students



Scholarships



Scholarship season is Jan.- April (there are some available in the fall!) Naviance houses a scholarship list

Pay attention to the scholarships Mr. DeRocco sends out via email announcements.

Join a national search engine like: fastweb.com, goingmerry.com, or collegeboard.com (there are many more)



Frequently Used Terms

Common Application

SAT

ACT

FAFSA

CSS Profile

College Application FAQ's

ACC Specific