

ARLINGTON CAREER CENTER

Instill a Passion for Learning by
Doing

COLLEGE APPLICATION GUIDEBOOK

[ACC College and Career Website](#)



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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



Nina Kuziel
nina.kuziel@apsva.us
ACC Counselor

Theresa Gentile
theresa.gentile@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](#)

College Research Tools



Use these tools for college & career research and to help build your college list! There are a lot of search tools out there find one that works best for you!

Naviance

Virginia Wizard

Big Future

Princeton Review

Niche



Factors to Consider



Use this College Planning

Spreadsheet to stay organized

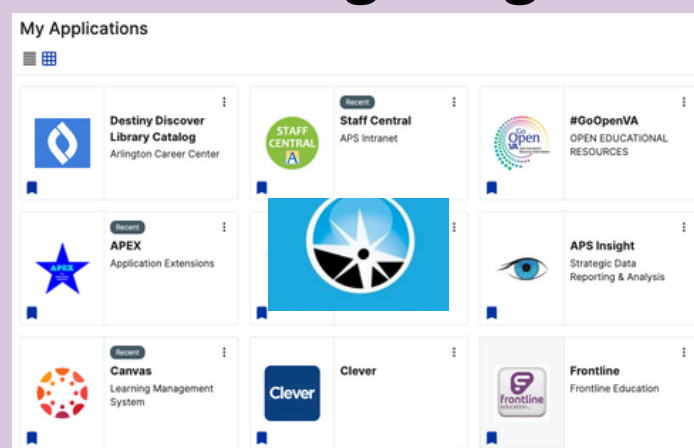
The College Application Process "Simplified"

Step 1: 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 3.

ACC uses Naviance to submit transcripts and other supporting documents to your colleges. It is important for students to be familiar with how Naviance supports their college applications

Step 2: Access Your Naviance Account Through [Myaccess.apsva.us](https://myaccess.apsva.us) *Select: Student* *Select: Single Sign On*



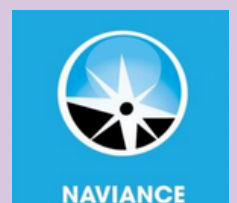
Step 3: Adding Colleges to Your Naviance account that are not on the Common App

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. **ADD COLLEGES TO NAVIANCE MANUALLY IF NOT LISTED IN THE COMMONAPP.**

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

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. Any colleges listed in your Naviance accounts acts as a transcript request.

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 scholarships.com
(there are many more)**



Frequently Used Terms

Common Application

SAT

ACT

FAFSA

CSS Profile

College Application FAQ's

ACC Specific