

# Research & Apply to College

This resource has been created for HCPS students, to assist them with researching and applying to colleges, as well as utilizing the tools in Naviance. Due to the virtual learning format, high schools are not able to schedule college rep visits. Students should use their Naviance accounts to research colleges, communicate with college reps, and go on virtual tours. Use this quick guide to learn how to access these tools.

## Researching Colleges in Naviance

### Naviance SuperMatch

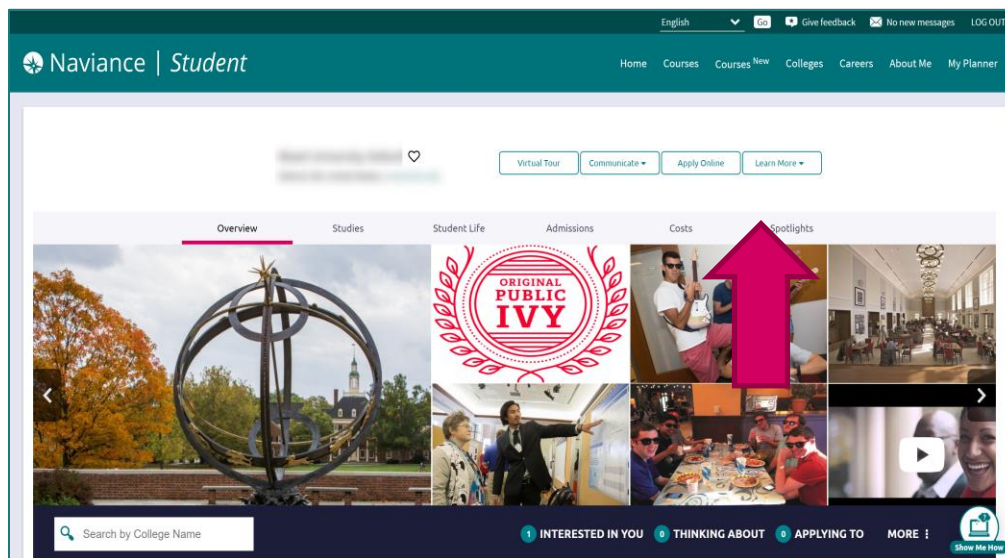
The SuperMatch college search tool within Naviance makes it even easier for students to explore their options and discover colleges that are a match with their academic profile and a fit with what they're looking for in a college experience.

When you first log in to SuperMatch, you will be guided through a series of quick tips to help you navigate the search tool and understand the key features.

- ✓ **[Click here](#) for a video on how to use SuperMatch to research colleges and access virtual visits.**

### Communicate with Colleges

Within the college profiles in Naviance Student you can reach out and communicate to the admissions offices to ask questions. Additionally, on college profiles you can also view ways to access a virtual tour of the college.



- ✓ [Click here](#) to a video on how to communicate and ask questions to college admissions offices.

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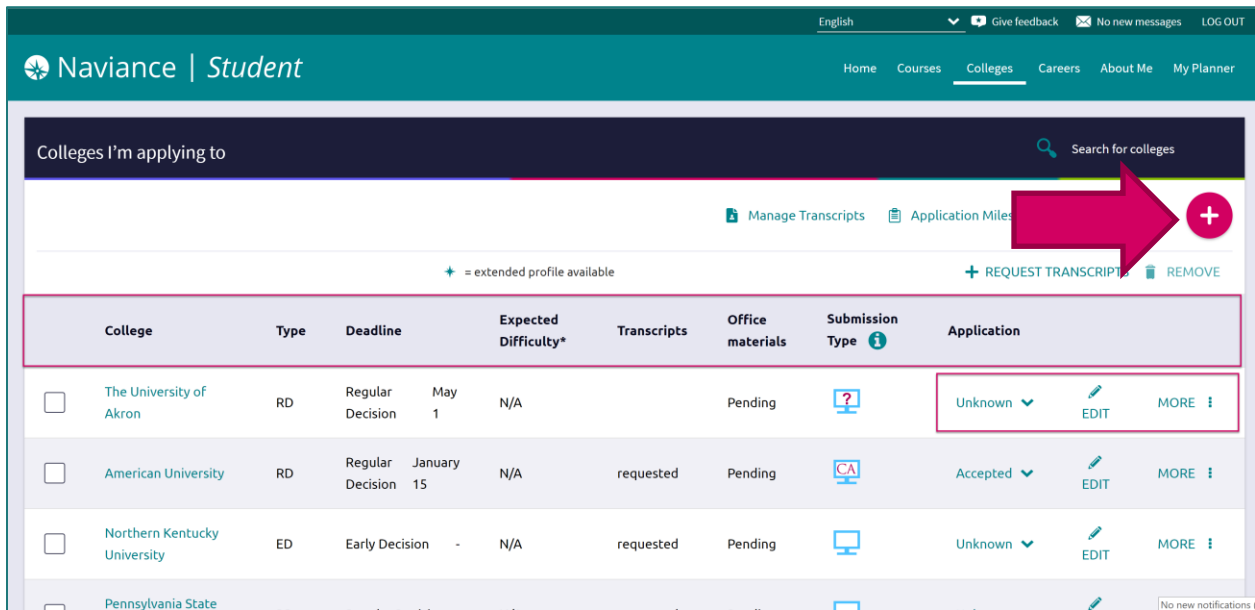
## Applying to colleges

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### Adding Colleges to Application List

Keep track of the colleges that you are applying to by using the **Colleges I'm Applying To** list. This list provides an overview of the college, the college deadline, transcript requests, and whether the application was submitted allowing you to easily keep track of your college application process. Additionally, view other college application information like requests for letters of recommendation, college events, and test scores.

- ✓ [Click here](#) to watch a video on how to add colleges to your application list.



The screenshot shows the Naviance Student interface. At the top, there's a navigation bar with 'Home', 'Courses', 'Colleges', 'Careers', 'About Me', and 'My Planner'. Below this is a search bar for colleges. The main section is titled 'Colleges I'm applying to' and contains a table with columns: College, Type, Deadline, Expected Difficulty, Transcripts, Office materials, Submission Type, and Application. A red arrow points to a plus sign icon in the top right corner of the table area, indicating where to click to add a new college.

College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application
<input type="checkbox"/> The University of Akron	RD	Regular Decision May 1	N/A		Pending	?	Unknown ▾ EDIT MORE ⋮
<input type="checkbox"/> American University	RD	Regular Decision January 15	N/A	requested	Pending	CA	Accepted ▾ EDIT MORE ⋮
<input type="checkbox"/> Northern Kentucky University	ED	Early Decision	N/A	requested	Pending	🖥️	Unknown ▾ EDIT MORE ⋮
<input type="checkbox"/> Pennsylvania State							

### Common App Matching & Requesting Letters of Recommendation

- ✓ [Click here](#) to watch a video on how to match your Common App account to Naviance Student and how to request letters of recommendation.

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## Additional Support

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### NEW! – Show Me How

- ✓ [Click here](#) to watch a video to learn how to use the new Show Me How tool in Naviance Student.

## FAQ's for College Representatives

This is a collection of possible questions students may want to ask a college representative during an informational session.

### Students

- How would you characterize the majority of students?
- From what economic background are the majority of students?
- Are there clubs, activities, or housing that are focused on minority populations?
- What do students like most about the college? Like least?

### Academics and Faculty

- What is distinctive about education at your school? What is the educational philosophy of the college?
- What is the most popular major on campus? Why?
- How would you characterize the academic pressure and workload?
- Are there faculty-led research opportunities? In what areas?
- How easy is it for freshmen to get classes?
- What is the largest class on campus? The smallest?
- Do you declare a major when you apply?
- Are there study abroad opportunities?
- How do you assign faculty advisors to students?
- What is the student to faculty ratio?
- What additional academic services are offered to students (tutoring, career counseling, study skills)?

### Admissions and Applying

- Are there any admission requirement changes due to COVID-19 that applicants should be aware of? Are the testing requirements the same?
- Is the SAT or ACT required?
- In-state schools-Does your school accept dual enrollment credits earned? Would you need a transcript from Harford Community College or would an HCPS transcript suffice?
- I have earned college credits at the community college-HCC. Does your school accept those transfer credits? How is that handles?
- Do you accept Advanced Placement courses? Or IB credits?
- What platform does your school use to apply?
- What are the application deadlines admission?
- Do you offer early decision or early admission?
- What is the average high school GPA of the entering freshman class?

### Athletics

- What sports are offered at your school?
- What athletic division is your school?
- Does your school offer intramural or club teams or leagues?

## Career Preparation

- What are some examples of internships held by students majoring in (blank) at your school?
- Is there someone at your school who will help me find internships?
- How will your program in (blank) help me achieve my career goals?

## English Language Support

- Are English as second language, or ESL, courses offered at your campus?

## Campus Life and Social

### ***Housing and Dining***

- Is there something I should know about housing that would help me make a choice?
- What are the types of food plans? All you can eat? Vegetarian? Kosher?

### ***Activity Centers-Athletic & Recreational Facilities***

- What kind of facilities does the student center have?
- How would you rate the fitness center?

### ***Health, Student Services, and Security***

- Is there a doctor, nurse, psychologist, or career counselor on campus?
- How would you characterize security on your campus?

### ***Library***

- How would you characterize the library?
- Is the library well equipped with a computer lab, scanners, and copy machines?

## Communicating in a Virtual Setting

### Netiquette Standards

It is important to remember that the virtual environment, while different from a face-to-face setting, it is imperative to uphold standards of professional behavior and expectations for polite interactions still exist.

#### **Expectations for How to Communicate during Online Meetings**

Remember: Human beings are on the other side of your written communication.

**When communicating electronically, whether in the “chat,” through email, as part of a discussion post, in a shared document, or by some other method, your written words are read by real people, all deserving of respectful communication.**

- Before you press "send" or "submit," pause and ask yourself, "Would I be okay with this if someone else had written it?" or "Would I be okay if someone said this to or about me?"
- Keep your posts appropriate to the assignment, polite, and kind.

**Represent yourself professionally when communicating “verbally” (i.e. discussion boards, electronic chat, Socratic discussions, etc.).**

- Know what you are talking about and state it clearly.
- Be pleasant and polite.
- Do not “YELL!!!” by using all caps or multiple exclamation marks, even if you disagree with what someone has written.
- Be mindful of your use of emojis.
- Check for spelling and grammar errors.

**Present yourself professionally when communicating electronically.**

- Make sure you are appropriately clothed.
  - Remember: Even though you are at home when participating online, you are still involved in a classroom setting and should therefore wear clothing appropriate for a school environment.
  - Be mindful of messaging on clothing, hats, or headwear.

**Be aware of your physical surroundings (i.e. your environment) when communicating electronically.**

- Think about what is on your walls and/or in your background. Displaying language, images, symbols, or messaging.
- Let other people in the household know when you are online and communicating with your camera and/or mic on. You do not want to inadvertently catch someone off guard.
- Eliminate environmental distractions.
  - Turn off or mute your cell phone.
  - Turn off the TV and/or radio to minimize background noise.
  - Clear the room of noisy pets.
- Keep your mic muted unless directed by your teacher to participate verbally.
- Try to find a space such as a kitchen table, a countertop, or a desk from which to work; avoid having your camera on while lying in bed.

## Expectations to Meet when Communicating Electronically

### Adhere to the following writing standards:

- Begin all email correspondence with an appropriate greeting/salutation.
  - Ex: *Hi, Ms. Jones,*
    - Tone is easily misunderstood in electronic exchanges; skipping this step can make your email sound unintentionally rude.
- Provide some context for the purpose of your email.
  - Ex: *I'm emailing you because I have some more questions about your Computer Science Program.*
    - College Reps will need to understand why you are emailing them.
- Make sure that your questions are direct but politely worded.
  - Ex: *Can you please remind me where I can find that information?*
    - If your questions are too vague, the college rep will not be able to determine how to help you.
- End your email with an appropriate closing.
  - Ex: *Thank you for your help.*
    - Skipping this step can make your email sound too curt or demanding.
- Include your name after the closing.
  - Ex: *John Doe*
    - Proofread and spell check before you hit "send."

*Sending an email with multiple typos is unprofessional and can interfere with the clarity of your message, as can use of abbreviations and slang. Email communication with school personnel is not synonymous with posts on social media such as Twitter or Snapchat. Punctuation matters. Capitalization matters. Formal language matters. Use these writing conventions consistently and purposefully, just as if you were communicating with your boss in a workplace setting.*