



## **CRHS College Application Frequently Asked Questions**

Senior year is a very exciting time and we look forward to helping you succeed in your final year of high school. Please remember if you have any questions or concerns at any time throughout this year our doors are always open. Best wishes!

### **1. What is Naviance Family Connection and how can we access it?**

Naviance Family Connection is a program that is used for all aspects of the college planning process, from college searches to the electronic submission of transcripts and letters of recommendation. During senior year, you will need to access your family connection account regularly to help manage and request the documents that accompany all of your college applications. You can access it at:

<http://connection.naviance.com/clearviewreg>

### **YOU MUST UPDATE YOUR NAVIANCE FAMILY CONNECTION ACCOUNT REGULARLY!**

### **2. What is the Common Application?**

It is one application that can be completed and used for over 450 colleges and universities. You can check to see if the school you are applying to participates in this by going to [www.commonapp.org](http://www.commonapp.org). If you are applying to a school that accepts the common application, you should submit the common application for that school.

### **YOU ARE STRONGLY ENCOURAGED TO USE THE COMMON APPLICATION!**

- i. If you are applying to a school that participates in the Common Application, you will need to register for an account at [www.commonapp.org](http://www.commonapp.org). Note your User Name and password. Go back into Naviance Family Connection and sign the Common App and FERPA waiver.
- ii. After you have completed the above, you can go to [www.commonapp.org](http://www.commonapp.org) to complete your application.

### **3. How does my transcript get sent to college?**

You must submit a signed *Transcript Release Form* to your counselor before transcripts can be sent to any post-secondary institutions. If we do not have a *Transcript Release Form*, we cannot send your transcript. For colleges that need the transcript sent via postal mail, the CRHS Guidance Department will mail your transcript and letters of recommendation. Log into your Naviance Family Connection account and update the list of colleges you are applying to. See “College Application Procedures” for detailed information.

### **4. Who sends my SAT/ACT Scores to colleges?**

You must send your SAT/ACT scores directly to the colleges to which you apply. To send your SAT scores, you can call ETS at 1-866-756-7346 or go on-line to [www.collegeboard.org](http://www.collegeboard.org). ETS takes a long time to get the scores to each college so send to your schools ASAP. Most colleges do not accept rushed scores, so do NOT send rushed scores. ACT scores can be sent from [www.actstudent.org](http://www.actstudent.org). Students who have been in the United States for less than four years should also take the TOEFL (Test of English as a Foreign Language). Register at [www.ets.org/toefl](http://www.ets.org/toefl). We do not send test scores to any college.

### **5. What do I need to give my counselor?**

- a. Complete and submit the Recommendation Form
- b. Submit a signed Transcript Release Form for each college to which you are applying.

All forms can be downloaded from the CRHS Guidance Website.

### **6. What are mid-year reports?**

Many colleges require mid-year grades or mid-year reports as part of their application process. Many colleges will wait to see mid-year grades before rendering a decision for an applicant. Mid-year grades are sent out after the 2<sup>nd</sup> marking period and are mailed in February. It is a report of your senior year grades – an average grade of the first two marking periods. You do not need to request that your counselor send out your mid-year grades. They will be sent automatically to every school to which you have applied. This is why it is so important to keep your grades up during senior year!

**7. How long will it take my counselor to process my applications?**

Note the application deadlines for each college you are applying to. Your counselor will need **at least 10 school days** to process the documents you need for your application to be considered complete. We will not send out applications the same day you hand them in, so please adhere to the 10 day minimum processing time.

**8. What is the CEEB/School Code?**

Clearview Regional High School's CEEB/School Code is: 310868

**9. How can I ensure that my counselor and teachers have sent all documents needed for my college application to be considered complete?**

One of the best features of Naviance Family Connection is your ability to check to see when your documents were sent electronically or by mail. Log into your account, and you will be able to track all of your documents needed to be processed by counselors and teachers. If you feel as though something is missing **AFTER 15 school days** have passed since your request, contact your counselor or teacher immediately.

**It is your responsibility** to check with the college to make sure they received **ALL** parts of the application that **YOU** are required to submit. You can do this by checking on-line or by calling the admissions office. **If they are missing any part of your application notify your counselor.**

**10. What other important information should I know?**

- School Address: 625 Breakneck Road, Mullica Hill, NJ 08062
- Website: [www.clearviewregional.edu](http://www.clearviewregional.edu); Click High School; Click Guidance
- Guidance Office PHONE: (856) 223-2710; FAX: (856) 223-0069
- Counselors' Emails:

Mr. Rocco Cornacchia PHONE: (856) 223-2714; EMAIL: [cornacchiaro@clearviewregional.edu](mailto:cornacchiaro@clearviewregional.edu)

Mrs. Jennine Donnelly PHONE: (856) 223-2786; EMAIL: [donnelyje@clearviewregional.edu](mailto:donnelyje@clearviewregional.edu)

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Mr. Paul Sommers PHONE: (856) 223-2712; EMAIL: [sommerspa@clearviewregional.edu](mailto:sommerspa@clearviewregional.edu)

Mr. Dodd Terry PHONE: (856) 223-2713; EMAIL: [terrydo@clearviewregional.edu](mailto:terrydo@clearviewregional.edu)

Dr. Zalphia Wilson-Hill PHONE: (856) 223-2717; EMAIL: [Wilson-hillza@clearviewregional.edu](mailto:Wilson-hillza@clearviewregional.edu)



## Summer/Fall Senior Checklist

1. \_\_\_\_\_ Compile a list of colleges/universities and deadlines
2. \_\_\_\_\_ Be sure to note which colleges/universities accept the common application!
3. \_\_\_\_\_ Please provide a Letter of Recommendation Request Form to two (2) Clearview Staff members. (Only if needed – check your application). Please ask in person! Teachers will be uploading your letter of recommendation to Naviance for your counselor to send. Once they have agreed to write your letter, you need to request the letter in Naviance. **Rutgers does not accept teacher recommendations!**
4. \_\_\_\_\_ Work on finishing your college application, and be sure to use the Common Application, if possible!
5. \_\_\_\_\_ Send your SAT scores to each school through College Board website: [www.collegeboard.com](http://www.collegeboard.com).
6. \_\_\_\_\_ Send your ACT scores to each school through ACT website: [www.actstudent.org](http://www.actstudent.org).
7. \_\_\_\_\_ Update your college applications through your Naviance Family Connection account at <https://connection.naviance.com/clearviewreg>
8. \_\_\_\_\_ Fill out a Transcript Release Form. You only need to do this one time.

**NEED MORE INFO? NEED MORE FORMS?  
VISIT THE GUIDANCE WEBSITE**