

College Application Protocol

In-State University Application and NCAA Clearinghouse steps:

- Add the university to your list on Naviance.
- Complete the on-line application for the specific university:
 - <https://home.nau.edu/admissions/application/apply.asp>
 - <http://www.arizona.edu/future/>
 - <http://www.asu.edu/admissions/>
- Contact College Board and/or ACT and send official standardized test scores to each university to which you are applying.
 - <http://www.actstudent.org/> for ACT scores
 - <http://www.collegeboard.com/student/testing/sat/scores.html> for SAT scores
- Bring confirmation copy of SAT/ACT score report and then see your Brophy Counselor for a transcript request form.
- After three days, check your Naviance site for confirmation.

University that requires a Counselor Recommendation: (Generally all out of state universities)

- Update Naviance with the schools to which you are applying.
- Complete the on-line application for the specific university:
 - <https://home.nau.edu/admissions/application/apply.asp>
 - <http://www.arizona.edu/future/>
 - <http://www.asu.edu/admissions/>
- Contact College Board and/or ACT and send official standardized test scores to each university to which you are applying.
 - <http://www.actstudent.org/> for ACT scores
 - <http://www.collegeboard.com/student/testing/sat/scores.html> for SAT scores
- Bring confirmation copy of SAT/ACT score report to your Counselor, and request **official transcripts** to be sent to all school after your application completed and sent to the university.
- Give your counselor the completed **Senior Questionnaire** in **September, 2007**.
- Allow the counselor at least **two business weeks** to process the forms.
 - Receive and fill out the **Brophy School Report Form** (we use this in place of the University Counselor School Report Form).
 - Follow up with your counselor to ask if he or she needs any further information to complete your letter.
 - Be sure to visit your counselor when you receive admission information and share the news regarding admission, wait-lists, denials...they write for you and have a stake in the process as well.

Teacher Recommendation:

- Prior to approaching a teacher to write a letter on your behalf, make sure that you have completed all of the steps on the previous page.
- It is appropriate to approach the teacher in person to inquire about writing a recommendation for
- Allow the teacher **two business weeks** to write the letter.
 - Give the teacher:
 1. a stamped, addressed envelope.
 2. a copy of your **senior questionnaire**
 3. a Teacher Recommendation Form with personal information (name, address) filled at the top *as well as the “waiver statement”*
 - Put a yellow “sticky” label on each form with the college name and due date.
 - In one week, visit the teacher in order to see how the recommendation is coming along.
 - If not completed, visit the teacher again after two weeks.
 - Please make sure that you thank your teachers for their work on your behalf.
 - Be sure to visit the teacher when you receive admission information and share the news regarding admission, wait-lists, denials...they write for you and have a stake in the
 - process as well.
- The deadline for recommendations to be mailed is **December 5**.

Teacher Name Brophy College Prep 4701 N Central Avenue Phoenix, AZ 85012	University Name Undergraduate Admissions Street City, State, Zip Code
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NB: December 5th: deadline for transcripts and recommendations to be mailed in 2007. Any requests after that date will be mailed in January of 2008.



Reminder: Parents and students may check grades in real time via Net Classroom. Password and website link was mailed to you over the summer.