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# NORTHWEST SENIOR YEAR COLLEGE CAREER SURVIVAL GUIDE

13501 RICHTER FARM ROAD GERMANTOWN MD 20874 240-740-7080

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## WHO CAN HELP? Counseling Department → Reach out by email!

Ms. Jodi Edmunds, <i>Resource Counselor</i>		Jovan_M_Edmunds@mcpsmd.org
Mr. Jeff Flach	A - Ber	Jeffrey_Flach@mcpsmd.org
Ms. Tamela McCarthy-Redd	Bes - Deb	Tamela_McCarthy-Redd@mcpsmd.org
Ms. Chrissy Kravitz	Dec - Go	Christine_M_Kravitz@mcpsmd.org
Ms. Nancy Blanco	Gp - Kak	Nancy_P_Blanco@mcpsmd.org
Ms. Athena Cois	Kal - Map	Athena_D_Cois@mcpsmd.org
Mr. Austin Freeman	Maq - N	Austin_M_Freeman@mcpsmd.org
Ms. Sammy Kakoullis	O - Ros	Mary_S_Buck@mcpsmd.org
Ms Christina Kim	Rot - Thn	Christina_Y_Kim@mcpsmd.org
Mr. Sean Stewart	Tho - Z	Sean_Stewart@mcpsmd.org
Ms. Sue Bunting, <i>Middle College Class of 2023</i>		Susan_M_Bunting@mcpsmd.org

Department Secretary: Ms. Angelica Agosto (Angelica\_M\_Agosto@mcpsmd.org)

Transcript Requests → Naviance eDocs → Registrar's Office

Registrar: Ms. Jacqueline Scholl (Jacqueline\_L\_Scholl@mcpsmd.org)

Asst Registrar & Counseling Secretary: Ms. Anu Shivacharan (Anupama\_R\_Shivacharan@mcpsmd.org)

College Career Information Center → College Career related support → Scholarships & Financial Aid  
→ Naviance | Student account support

Coordinator: Ms. Rochelle Davis (Rochelle\_Davis@mcpsmd.org)

### COLLEGE TESTING:

The SAT: [sat.collegeboard.org](http://sat.collegeboard.org) (866) 756-7346 | The ACT: [actstudent.org](http://actstudent.org) (319) 337-1270

Registration fee waiver info @

[montgomeryschoolsmd.org/schools/northwesths/careercenter/testinginfo](http://montgomeryschoolsmd.org/schools/northwesths/careercenter/testinginfo)

Northwest CEEB Code: 210-589 • Northwest SAT Test Site Code: 21-298

**COLLEGE TEST PREP:** To request information on private classes & tutoring, email [Rochelle\\_Davis@mcpsmd.org](mailto:Rochelle_Davis@mcpsmd.org)

Khan Academy on the web @ [khanacademy.org/test-prep](http://khanacademy.org/test-prep)

Prep courses offered through MC Workforce Development @ [montgomerycollege.edu/wdce](http://montgomerycollege.edu/wdce)

### FINANCIAL AID & SCHOLARSHIP information

**Free Application for Federal Student Aid (FAFSA)**

**When to file?** Beginning October 1 of senior year

**Where to start & Get Questions Answered?** [StudentAid.gov](http://StudentAid.gov)

**Maryland State Aid → MD CAPS → The Maryland State Financial Aid Application (MSFAA)** @ [mhec.maryland.gov](http://mhec.maryland.gov)

**CSS Profile** @ [cssprofile.collegeboard.org](http://cssprofile.collegeboard.org)

**Scholarship support** @ [montgomeryschoolsmd.org/schools/northwesths/careercenter/scholarships](http://montgomeryschoolsmd.org/schools/northwesths/careercenter/scholarships)

**MCPS Financial Aid Seminar Schedules** @ [montgomeryschoolsmd.org/curriculum/careercenter/](http://montgomeryschoolsmd.org/curriculum/careercenter/)

**Career & College Major Exploration → ASVAB** (Armed Services Vocational Battery) → **FREE**

Details available @ [montgomeryschoolsmd.org/schools/northwesths/careercenter/search](http://montgomeryschoolsmd.org/schools/northwesths/careercenter/search)



**THE COLLEGE APPLICATION PROCESS INTERNET RESOURCES!**

**NAVIANCE | STUDENT** @ [HTTPS://STUDENT.NAVIANCE.COM/NORTHWEST](https://student.naviance.com/northwest)

**THE COMMON APP** @ [COMMONAPP.ORG](http://COMMONAPP.ORG) | **COALITION** @ [COALITIONFORCOLLEGEACCESS.ORG](http://COALITIONFORCOLLEGEACCESS.ORG)

# NORTHWEST COLLEGE APPLICATION PROCESS FOR SENIORS

Access forms @ [www.montgomeryschoolsmd.org/schools/northwesths/counseling/](http://www.montgomeryschoolsmd.org/schools/northwesths/counseling/)

## THE PROCESS → BEGIN AFTER AUGUST 1

Decide WHERE you are applying (college or career/trade school)



Enter your list in your Naviance | *Student* account > Colleges I'm thinking about and/or applying to

Decide HOW you are applying. Online thru the college web site | Common App | Coalition App | by Mail

Complete the **Release of Records & Early Decision Acknowledgement Form** and the

**College & Scholarship Transcript Request Form** (online from the counseling web page)

Complete the **Northwest Brag Sheet/Self-Evaluation for Letters of Recommendations** and provide a copy to your recommenders

Request recommendation letters in person and by email, and using Naviance | *Student*

Request college test scores be sent electronically to institutions

Begin the applications

It looks like you are not currently able to apply to Common App schools.  
Match your Common App account to Naviance Student account to get started.

Match Accounts

→ **View the Common App Matching Tutorial Video thru your Naviance | Student account**

Access forms @ <https://www2.montgomeryschoolsmd.org/schools/northwesths/counseling/>

## REGISTRAR'S OFFICE DEADLINES: (APPROX. 3 WEEK TURNAROUND ON ALL REQUESTS)

**Request letters of recommendation at least 3 weeks prior to due/deadline date!**  
→ **View the Letters of Recommendation Tutorial in Naviance | Student**

College Deadline	Deadline to Submit Transcript Request:
October 15	September 23
November 1	October 11
November 15	October 25
November 30 / December 1	November 10
December 15	November 23
January 1	December 9
January 15	December 22







## DOCUMENTS SENT FROM YOUR REGISTRAR'S OFFICE (SENT ELECTRONICALLY OR BY US MAIL):

- Transcript sent directly to admissions office
- NW Secondary School Report Form
- Counselor Letter of Recommendation
- Northwest High School Profile

**Teachers can send/submit their own letters of recommendation by US mail (student provided stamped envelope) or electronically using Naviance.**

## NAVIANCE | STUDENT ICON GUIDE TO HELP YOU TRACK YOUR APPLICATIONS:

Delivery type | How Are You Applying | Submission

-  (Mail Only) Icon represents a college that only accepts documents submitted by mail.
-  (Electronic) Icon represents colleges that accept documents electronically via Naviance eDocs.
-  (Common App) Icon represents colleges that are members of the Common App and accept documents electronically via Naviance eDocs. Student has chosen to apply via the Common App and indicated "Yes" in Naviance | Student > Colleges I'm Applying to.
-  (Unknown) Icon represents a student who has added a Common App college but has not indicated whether or not he or she plans to apply via the Common App.
-  (Common App via Electronic) Icon is displayed when a student has selected a Common App college but indicated he or she is not applying via the Common App.
-  (Common App mail only) Icon displays when a student selects a Common App college and indicates that he or she is not applying via the Common App. The school is not an electronic destination. Documents must be printed and mailed to the college destination.