

Seniors – What You Need to Know

Naviance: <https://student.naviance.com/stjph>

○ **Send ACT or SAT Test Scores (if needed) ASAP directly from student’s ACT or College Board account**

○ **Add Colleges to “Applying To” list:**

- 1) Click on “Colleges I am thinking about”
- 2) Click on the box next to the college you will be moving
- 3) Click “Move to application list”
- 4) Indicate “Which application deadline do you prefer”
- 5) Indicate “How will you submit your application”
- 6) Indicate if you have submitted your application
- 7) Click “add & request transcript”

OR

- 1) Click on “Colleges I am applying to” if college is not already in your “thinking about list”
- 2) Click on the “plus” in the upper right corner
- 3) Search the name of the college you are applying to
- 4) Indicate your application type: regular, early action, early decision, priority or rolling
- 5) Indicate what application you will be using
- 6) Indicate if you have submitted your application
- 7) Click “add & request transcript”

○ **Match Common Application to Naviance Account:**

- 1) Create your Common Application account at www.commonapp.org
- 2) Add at least one college
- 3) Fill out the “Education” section by adding SJCP (CEEB code 210545)
- 4) Click on “my colleges” table
- 5) Under any college on the left-hand side, click on “recommendations and FERPA”
- 6) Sign the release authorization and WAIVE your rights to see recommendations
- 7) Go to your Naviance account
- 8) Click on “Colleges I am applying to”
- 9) Click “Match accounts”
- 10) Scroll, enter your email you used for your Common App account and check your birth date
- 11) Click “match” – ACCOUNTS MUST BE MATCHED FOR MATERIALS TO BE SENT TO COMMON APP COLLEGES

○ **Signing up for College Visits:**

1. Sign into Naviance account
2. Look under “What’s new”
3. Click on “more info” next to the college in which you are interested
4. Click on “register” in the upper right corner
5. Zoom links will be sent by Mrs. Seymour or directly from college. In some instances, there may be a second step required by the colleges.

○ **Requesting Transcripts:** All requests must be received 2 weeks prior to the application deadline! No exceptions. For example, the earliest college deadline that can be enforced is October 15, if you have a college with this deadline – the request must be in October 1.

- 1) Make sure your college application is correctly entered in Naviance with the type of application and deadline indicated. **Transcripts cannot be sent without application type indicated.**
- 2) Make sure your Naviance account and Common App accounts are matched (if applicable)
- 3) On the top right of “colleges I’m applying to”, click on “request transcripts”
- 4) Click “initial”
- 5) Click on the colleges to whom you want the transcript sent
- 6) Click “done”

○ **Requesting Teacher Recommendations:** All requests must be made 2 weeks prior to the application deadline!

1. Politely ask your teacher (in-person) if he or she would be willing to write a college recommendation for you. If you are virtual (only virtual learners), please call your teacher.
2. Fill out a teacher recommendation request letter available on SJCP’s website on the College Corner.
3. Save completed request letter as pdf.
4. Email your teacher the completed request letter and a copy of your resume.
5. Go to your Naviance Account and add your teacher to your recommendation list and don’t forget to thank them in the space provided! (this last step is only after you have asked the teacher in person & have emailed them your request letter with your resume)
6. Under “Apply to colleges”, click on “letters of recommendation
7. Click on “add request”
8. From the drop-down menu, choose a teacher
9. Click on “all current and future colleges....” or send to specific colleges (remember to only send the number of recommendations for which the college asks!)
10. Enter a personal thank you note
11. Click on “submit request”

○ **Scholarships**

- 1) Click on “colleges” in upper right corner
- 2) Under “scholarships and money
- 3) Scholarship List: list of scholarship to come in the mail to SJCP
- 4) Scholarship Match: scholarships that Naviance thinks are a good match to student
- 5) Scholarship Search: enter information to be matched up with scholarships