

Requesting Transcripts in Naviance

All MCA Seniors must use this option for transcripts

Former students and alumni should use the online [Transcript Request Form](#)



METROLINA
CHRISTIAN ACADEMY
ESTABLISHED 1992

Transcripts

Naviance URL: <https://student.naviance.com/metrolinaca>

Naviance credentials are same as Metrolina account (minus @metrolinastudents.com)

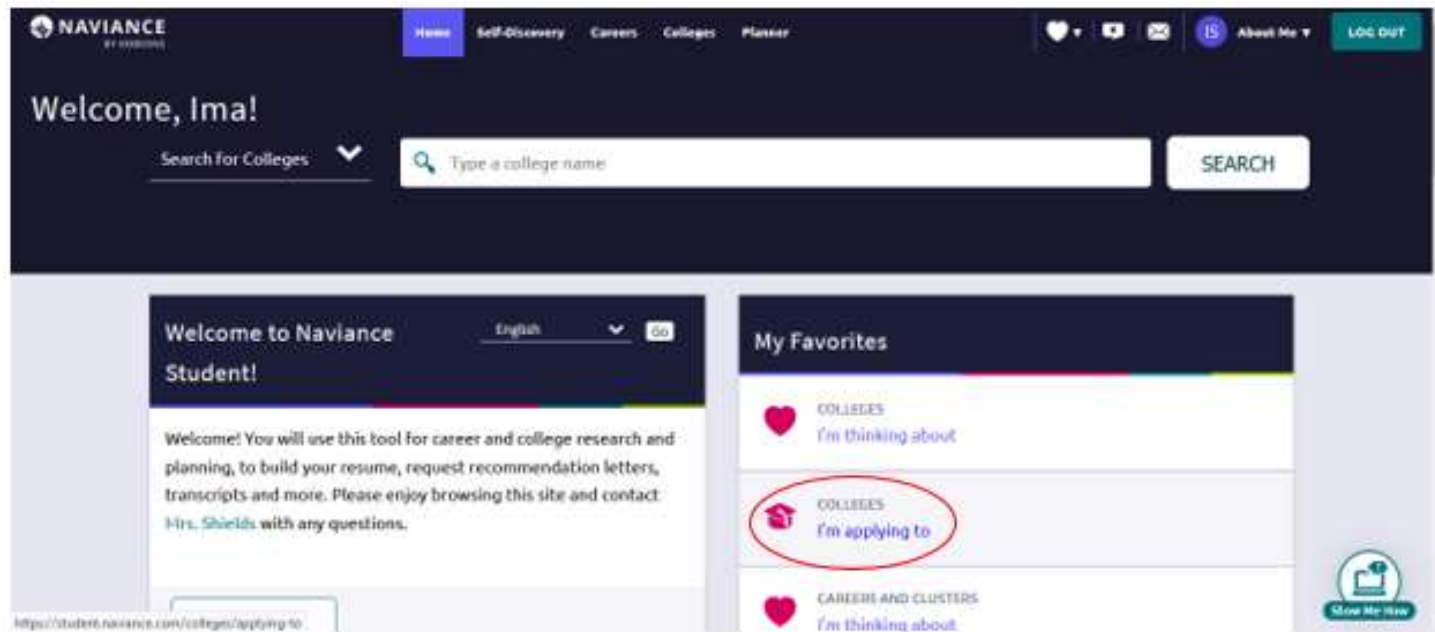
Example:

Username: [lisashiels](#)

Password: [PE839222](#)

Transcripts

- Log in to Naviance and click COLLEGES tab – COLLEGES I'm applying to



Transcripts

Step 1: Click REQUEST TRANSCRIPTS

The screenshot shows the 'Colleges I'm applying to' section of a Naviance account. At the top, there is a search bar and a notification banner stating: '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.' Below the notification, there are navigation links for 'Manage Transcripts', 'Application Milestones', and 'Compare Me'. A red circle highlights the '+ REQUEST TRANSCRIPTS' button. Below this is a table with columns: College, Type, Deadline, Expected Difficulty*, Transcripts, Office materials, Submission Type, and Application. The table lists four colleges: Campbell University, Central Piedmont Community College, Davidson College, and Samford University.

College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application
<input type="checkbox"/> Campbell University	ROLL	Rolling	- N/A	requested	Initial materials submitted		Accepted ▼ EDIT MORE
<input type="checkbox"/> Central Piedmont Community College	RD	Regular Decision	- N/A	No Request	Pending		Submitted ▼ EDIT MORE
<input type="checkbox"/> Davidson College	EA	Early Action	- N/A	No Request	Initial materials submitted		Denied ▼ EDIT MORE
<input type="checkbox"/> Samford University	ROLL	Rolling May 1	N/A	requested	Initial materials submitted		Accepted ▼ EDIT MORE

Transcripts

What type of transcript are you requesting?

Initial

Where are you sending the transcript/s?

Request and Finish

- Select Initial Transcript
- Pick college from drop down menu
- Request and Finish

Transcripts



Step 2: Update Application Status – Click EDIT pencil

✓ **Confirmation** Close
Successfully added college application(s) and received transcript request.

Colleges I'm applying to Search for colleges

Manage Transcripts Application Milestones Compare Me +

+ = extended profile available + REQUEST TRANSCRIPTS REMOVE

College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application
<input type="checkbox"/> Ohio State University-Main Campus	RD	-	N/A	requested	Pending		Unknown  EDIT

Show Me How

Transcripts

Check box “I’ve submitted my application” and “I’ll submit my application” with either Direct to the Institution or Common App

The screenshot shows the application form for Ohio State University-Main Campus (OH). The left sidebar contains navigation links: Advanced college search, College lookup, MY COLLEGES, Upcoming college events, Colleges match, Colleges Visits, Colleges I'm thinking about, Colleges I'm applying to, and Letters of recommendation. The main content area is titled 'Ohio State University-Main Campus (OH)' and includes the following sections:

- Have you submitted your application?**
 - I've submitted my application
- Division**
 - N/A
- I'll submit my application**
 - Via Common App
 - Direct to the institution
 - I'm not sure yet
- College Deadline**
 - 11/01/2021
- Counselor Override**
 - Not Applicable
- App type**
 - Early Action November 1
- Result**
 - Unknown
- Interest**
 - Waitlisted
 - Deferred
 - N/A
- Format**
 - N/A

A 'Show Me How' button is located at the bottom right of the form.

Transcripts

Finished!

You can track your status by clicking Manage Transcripts

The screenshot shows the Naviance Student interface. At the top, there is a teal header with the Naviance logo and 'Student' text. Navigation links for 'Home', 'Colleges', 'Careers', 'About Me', and 'My Planner' are visible. Below the header, a dark blue bar contains 'Colleges I'm applying to' and a search bar. A pink notification banner states: '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.' Below this, a row of buttons includes 'Manage Transcripts' (circled in red), 'Application Milestones', 'Compare Me', and a plus sign. A legend indicates '+ = extended profile available'. Below the buttons are '+ REQUEST TRANSCRIPTS' and 'REMOVE' options. The main content is a table with columns: College, Type, Deadline, Expected Difficulty, Transcripts, Office materials, Submission Type, and Application. The table lists three colleges: Campbell University, Central Piedmont Community College, and Davidson College.

College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application
<input type="checkbox"/> Campbell University	ROLL	Rolling	-	N/A	No Request	Initial materials submitted	Submitted EDIT MORE
<input type="checkbox"/> Central Piedmont Community College	RD	Regular Decision	-	N/A	No Request	Pending	Submitted EDIT MORE
<input type="checkbox"/> Davidson College	EA	Early Action	-	N/A	No Request	Initial materials	Submitted EDIT MORE