

USING NAVIANCETO APPLY TO COLLEGE

A Guide for the Senior Class

HOW WILL I USE NAVIANCE WHEN APPLYING TO COLLEGE?



- Logging on to Naviance
- College Search
- Research Colleges
 - Save Your Favorite Colleges (“Colleges I’m Thinking About”)
- Add Colleges You’re Applying To
- Transcript Request
- Recommendation Packet and Request
- Matching Common App with Naviance

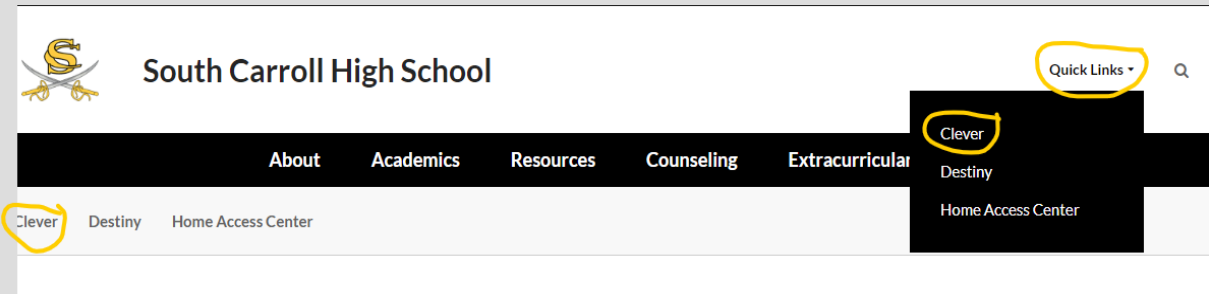
HOW TO ACCESS NAVIANCE?

Go to [South Carroll High School Website](#)

Click on Clever and Naviance login link

Login in with Active Directory

Open Naviance



NAVIANCE COLLEGE SEARCH:

Click on colleges to research schools that meet your criteria

The screenshot shows the Naviance website interface. At the top, there is a navigation bar with the Naviance logo and menu items: Home, Self-Discovery, Careers, Colleges, and Planner. A user profile for 'Demo' is visible. Below the navigation bar, a welcome message reads 'Welcome, Demo Quinn!'. A search bar is present with the placeholder text 'Type a college name' and a 'SEARCH' button. Below the search bar, there are two main content areas. On the left, a section titled 'Get Ready for Senior Year!' contains text about college applications and a 'Read More' link. On the right, a 'My Favorites' section lists three items: 'COLLEGES I'm thinking about', 'COLLEGES I'm applying to', and 'CAREERS AND CLUSTERS I'm thinking about'.

This screenshot shows the 'Colleges' dropdown menu on the Naviance website. The menu is open, displaying several options. The 'Colleges' menu item in the top navigation bar is circled in blue. In the dropdown menu, the following items are listed: 'College Home', 'Find Your fit', 'SuperMatch College Search', 'College Match', 'College Events', 'Advanced College Search', 'College Lookup', 'Research Colleges', 'Colleges I'm Thinking About', 'College Visits', 'College Compare', 'College Resources', 'Acceptance History', 'Enrichment Programs', 'College Maps', 'Apply to College', 'Colleges I'm Applying to', 'Manage Transcripts', 'Letters of Recommendation', 'Test Scores', and 'Scholarships & Money'. The 'Colleges I'm Thinking About' and 'Colleges I'm Applying to' items are also circled in blue.

COLLEGE SEARCH OPTIONS (FIND YOUR FIT)

Advanced College Search

Select Criteria

Click on View Matches

Click on Individual Colleges for more Info.

If interested, the school 

Super Match

Select Criteria


Determine Must Have vs Nice to Have

View Results and Matches

College Lookup

Search for Specific School

Research College

If interested, the school 

Your Fit Criteria

Saved Searches Choose one ▼

Save Search

Start Over

3 selected criteria

To refine your results, use the arrows to move your criteria into the "Must Have" and "Nice to Have" boxes.

Must Have

- ✕ Location [1] →
- ✕ Major [26] →
- ✕ Student Body Size [2] →

Nice to Have

A *Nice to Have* is anything that's important to you, but isn't an absolute must have.

Your Results

Your results include **12 institutions** that are both an **academic match** ⁱ and also match all the criteria selected above.

Change your fit criteria	Fit Score ⁱ	Academic Match ⁱ	Highlights ▼	Cost ▼	Pick what to show ▼								
Stevenson University Stevenson, MD, Suburb near Large City 4 year, Private nonprofit, Not Applicable ★ PIN TO COMPARE ♥ FAVORITE	<p>Why?</p>	<table border="1"> <tr><td>Average</td><td>You</td></tr> <tr><td>GPA</td><td>3.5 N/A</td></tr> <tr><td>SAT</td><td>1120 N/A</td></tr> <tr><td>ACT</td><td>21.5 N/A</td></tr> </table> <p><small>To determine if you're an academic match for this institution, enter your GPA and/or standardized test scores.</small></p>	Average	You	GPA	3.5 N/A	SAT	1120 N/A	ACT	21.5 N/A	Photos/Videos on Profile Alumni Spotlights Student Spotlights Virtual Tour	Tuition & Fees \$35,204 Room & Board \$13,966	Choose a category above
Average	You												
GPA	3.5 N/A												
SAT	1120 N/A												
ACT	21.5 N/A												
University of Maryland Eastern Shore Princess Anne, MD, Rural 4 year, Public ★ PIN TO COMPARE ♥ FAVORITE	<p>Why?</p>	<table border="1"> <tr><td>Average</td><td>You</td></tr> <tr><td>GPA</td><td>2.7 N/A</td></tr> <tr><td>SAT</td><td>870 N/A</td></tr> <tr><td>ACT</td><td>17.5 N/A</td></tr> </table> <p><small>To determine if you're an academic match for this institution, enter your GPA and/or standardized test scores.</small></p>	Average	You	GPA	2.7 N/A	SAT	870 N/A	ACT	17.5 N/A	Photos/Videos on Profile Virtual Tour	Tuition & Fees \$5,208 <i>In State (MD)</i> \$15,214 <i>Out of State</i> Room & Board \$9,623	Customize what you see here— Choose a category above
Average	You												
GPA	2.7 N/A												
SAT	870 N/A												
ACT	17.5 N/A												
Bowie State University Bowie, MD, Suburb near Large City 4 year, Public, Not Applicable		<table border="1"> <tr><td>Average</td><td>You</td></tr> <tr><td>GPA</td><td>2.7 N/A</td></tr> <tr><td>SAT</td><td>860 N/A</td></tr> </table>	Average	You	GPA	2.7 N/A	SAT	860 N/A	No Highlights Available	Tuition & Fees \$5,647 <i>In State (MD)</i> \$16,338 <i>Out of State</i>	Customize what you see here— Choose a category above		
Average	You												
GPA	2.7 N/A												
SAT	860 N/A												

VIEWING INDIVIDUAL COLLEGES

Click on the heart to make it a favorite and return to it easily later

Communicate



McDaniel College
Westminster, MD, United States
mcdaniel.edu

Overview

Studies

Student Life

Admissions

Costs

AVERAGE NET PRICE

\$12,592

Family Income

\$0 - \$30k

More about Cost & Aid

from 2021

GRADUATION RATE

59%

4 Year 6 Year

More about learning environment

from 2021

ACCEPTANCE RATE

64%

Check out Scattergrams to see how this relates to you

from 2021

COLLEGE OVERLAPS

10

See other colleges that applicants to this school also applied to

NEXT DEADLINE

November

1

2022 Fall Term
Early Decision Deadline

See all deadlines

Learn more about school details

Know your deadlines!!

McDaniel College is visiting your school

Monday
Sep 20
1:30 PM EDT

Johari Joseph from McDaniel College
McDaniel College

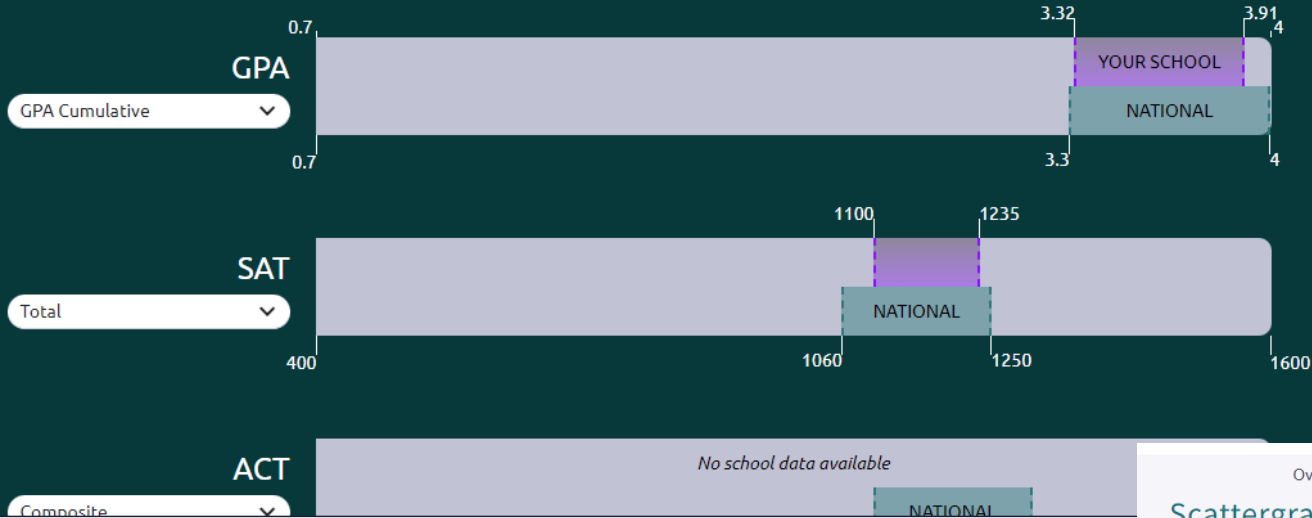
South Carroll High School Media Center

View more details

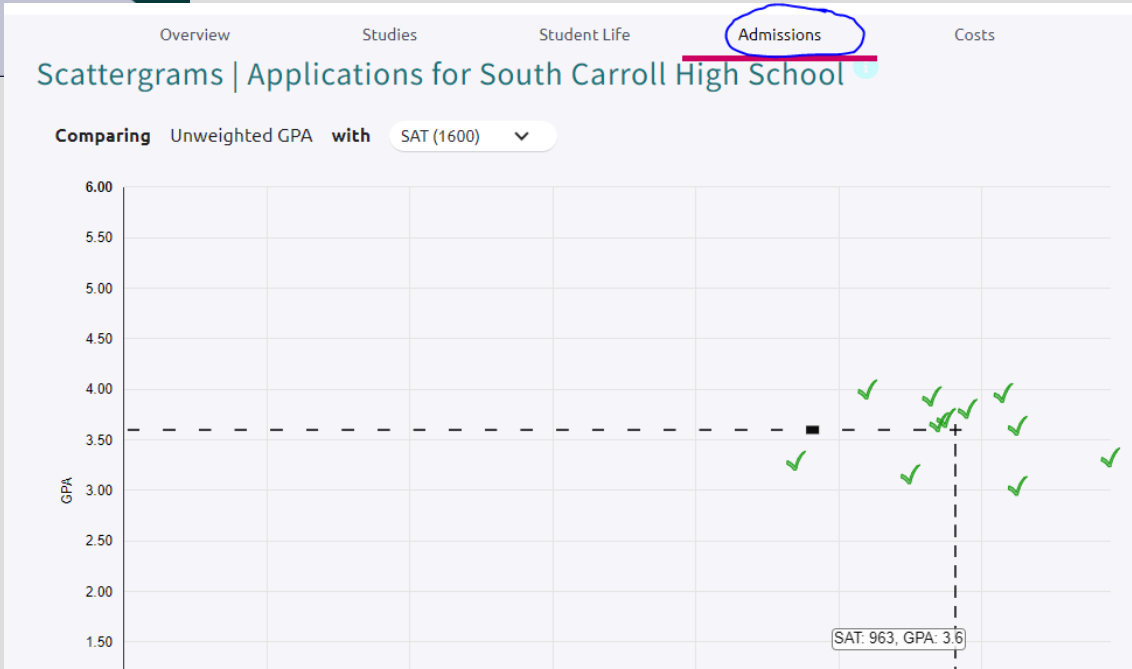
Sign up for college visits!

How you compare with others who have applied to McDaniel College

You Your High School's Middle 50% of Accepted Students National Middle 50% of Enrolled Students



Compare your scores to the average applicant to see your fit



USING NAVIANCE FOR TRANSCRIPTS AND RECOMMENDATION REQUESTS

Add Colleges to
“Colleges that I am
Applying to List:



Indicate How You Are
Applying

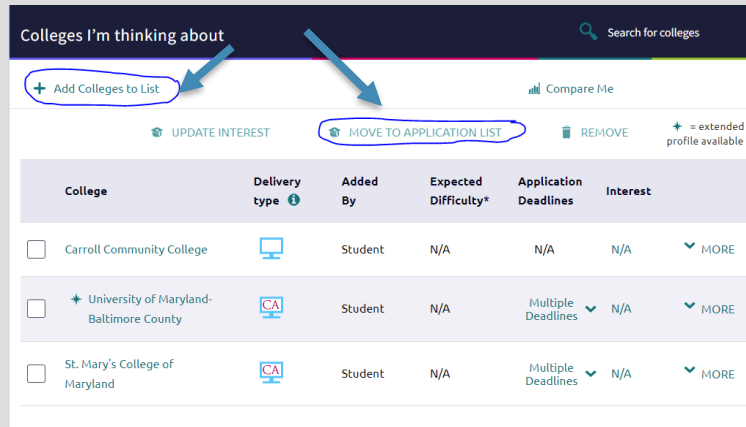


Request Transcripts



Request Letters of
Recommendation

STEP 1: ADD A COLLEGE TO YOUR LIST



1. Add colleges to "**Colleges I am Thinking About**"

2. Move College to **Application List**

3. Select the college you are applying to

STEP 1 — STEP 2

Add Application Request Transcript

Which college are you applying to?

Colleges already in your application list would be unavailable for selection.

App type

Regular Decision

I'll submit my application

I've submitted my application

Add Application ADD AND REQUEST TRANSCRIPT

4. Indicate how you are applying

5. Check the box if you've submitted your application

6. Select Add and Request Transcript

STEP 2: ADD COLLEGES TO COLLEGES I'M APPLYING TO LIST

Click on [this video](#) to see how to build a list of colleges you are applying to.

1. Go to **Colleges I'm Applying To List**
2. **Select the pink plus sign** to add a college to the application list
3. Search for the name of the school and **select Add Application & Request Transcript**
 - **Select App Type** (e.g., RD, ED, EA, etc.)
 - **Select How You'll Submit Your App** (e.g., Common App, Direct to Institution)
4. **Select the type of transcript** being requested
 - The first transcript would be an **INITIAL** transcript.
5. **Select any other schools that need transcripts**
6. **Select Request and Finish**
 - Students should only add colleges to this list and request transcripts if they have already applied to the school or are very certain they will apply in the future

The image displays two screenshots of a web application interface for adding colleges and requesting transcripts.

Left Screenshot (STEP 1: Add Application):

- Progress indicator: STEP 1 (Add Application) is active, STEP 2 (Request Transcript) is next.
- Question: "Which college are you applying to?"
- Selected: "University of Alabama at Birmingham (UAB)"
- Text: "Colleges already in your application list would be unavailable for selection"
- Section: "App type"
- Selected: "Regular Decision"
- Section: "I'll submit my application"
- Selected: "Direct to the institution"
- Option: "I've submitted my application" (unchecked)
- Buttons: "Add Application" and "ADD AND REQUEST TRANSCRIPT"

Right Screenshot (STEP 2: Request Transcript):

- Progress indicator: STEP 1 (Add Application) is completed, STEP 2 (Request Transcript) is active.
- Section: "What type of transcript are you requesting?"
- Options: "Initial" (checked), "Mid year" (unchecked), "Final" (unchecked). A blue arrow points to the "Initial" option.
- Section: "What additional materials, if any, do you want included?"
- Options: "Unofficial SAT Scores" (unchecked), "Unofficial ACT Scores" (unchecked)
- Section: "Where are you sending the transcript/s?"
- Selected: "University of Alabama at Birmingham (UAB)"
- Button: "Request and Finish"

STEP 3: REQUEST TRANSCRIPTS

Use this form to request transcripts for your college applications. You can request additional transcripts, such as midyear transcripts later using Add Transcript Request from your application list. Any existing transcripts requests for the chosen college application/s will not be undone. You can check the status of any transcript request in Manage Transcripts.

 STEP 2
Add Applications Request Transcripts

What type of transcript are you requesting?

- Initial
- Mid year
- Final

Initial- first transcript
Mid year- after semester I
Final- after graduation

What additional materials, if any, do you want included?

- Unofficial SAT Scores
- Unofficial ACT Scores

Where are you sending the transcript/s?

No Preference

Make sure to click
Request and Finish

Need Help?



The first 3 transcripts are free, then \$2 for each transcript requested.

STEP 4: REQUEST TRANSCRIPTS

The first 3 transcripts are free, after that CCPS charges \$2 per transcript.

Click on this [video](#) to see how to Request Transcripts in Naviance.

Requesting Transcripts

1. Go to **Colleges I'm Applying To List**
2. **Select Request Transcripts at the top of the list**
3. **Select the type of transcript** being requested
4. **Select any other schools that need transcripts**
5. **Select Request and Finish**

Note: You should only request transcripts if you have already applied to the school or are very certain you will apply in the future

The screenshot displays the Naviance user interface for requesting transcripts. At the top, there is a search bar labeled 'Search for colleges'. Below it, a pink banner contains the text 'Common App schools. account to get started.' and a 'Match Accounts' button. The main navigation bar includes 'Manage Transcripts', 'Application Milestones', 'Compare Me', and a plus sign icon. Below the navigation bar, there is a section for 'Request Transcript' with a '+ REQUEST TRANSCRIPTS' button and a 'REMOVE' button. The 'Request Transcript' form is open, showing a progress indicator for 'STEP 2' and a 'Request Transcript' button. The form includes the following sections:

- What type of transcript are you requesting?**
 - Initial
 - Mid year
 - Final
- What additional materials, if any, do you want included?**
 - Unofficial SAT Scores
 - Unofficial ACT Scores
- Where are you sending the transcript/s?**
 - University of Alabama at Birmingham (UAB)

A 'Request and Finish' button is located at the bottom of the form.

TRANSCRIPT REQUEST INFORMATION

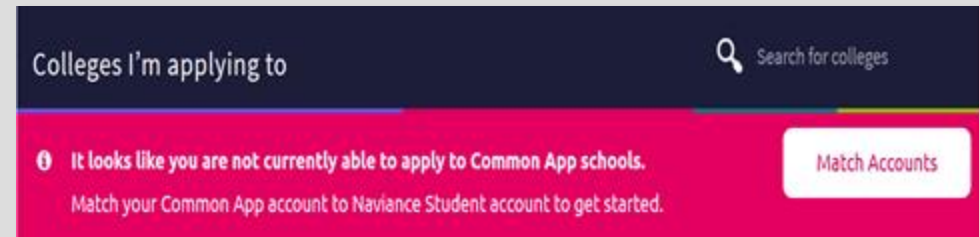
- Transcripts are the foundation of nearly all college applications as they are a record of your classes and final grades during high school. If a student requests an **official** transcript (for scholarships or other purposes), it will be placed in a sealed envelope, which is to remain sealed or sent directly to the institution or group the student requests. Students may view their unofficial transcript on HAC, but colleges require official transcripts sent directly from the high school.
- SCHS can send three transcripts for free. After that, each transcript will cost \$2.00.
- Please note that your transcript will include final grades in classes from 8th/9th - 11th grades, weighted and unweighted GPA and class rank, service learning hours, and a list of your senior year courses.
- It will NOT contain test scores (SAT, ACT, or AP scores)- those must be requested directly from the testing company. Included with every transcript sent to colleges is a school profile, a two-sided document that includes information on South Carroll High School: its grading system, how students are ranked, how courses are leveled, a listing of AP course offerings, its scheduling structure, and graduation requirements.

LINKING COMMON APP TO NAVIANCE

- Over 950 colleges and universities are using Common App which makes applying to 4-year schools much easier on students.
- Students must create a Common App account (beginning on August 1st) and can then match their Common App account to Naviance.
- South Carroll will load transcripts, recommendation letters, and secondary school reports to Naviance which will automatically be linked to Common App.
- See video for more information on [Linking Common App to Naviance](#).

STEP 3: MATCHING THE COMMON APP ACCOUNT IN NAVIANCE

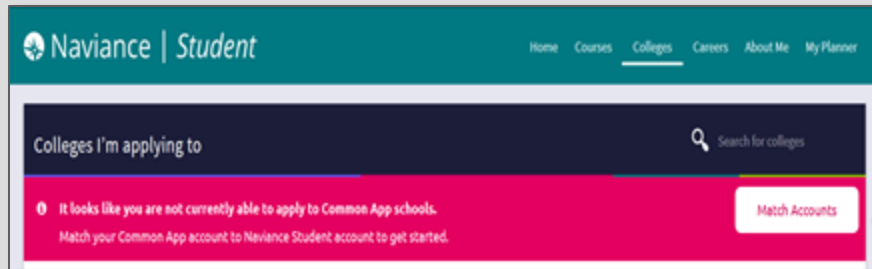
1. Go to **Colleges I'm Applying To List**
2. **Select the hot pink bar to Match Accounts**
3. **Enter the email address** used for the Common App account
4. **Confirm that the birthdate is correct**
5. **Select Match Accounts**
6. Once a student has matched their account, schools from their application list in Common App will feed into their Colleges I'm Applying To list in Naviance



A student is eligible to complete the Common App Account Matching process if they have:

- Created a Common App account on Common App.
- Added at least one college on Common App.
- Signed the Common App FERPA Release Authorization on Common App. *When the student submits the form, the date, time, and IP address will be logged for record-keeping purposes.*

MATCH YOUR COMMON APP ACCOUNT



1. Select Match Accounts

2. Enter the email address that you used in Common App account. Do NOT use your CCPS email.

3. Enter or confirm your Date of Birth

A screenshot of the 'Common App Account Matching' form. At the top, there is a 'Close' button and the title 'Common App Account Matching'. A yellow warning banner states: 'Note: Once you match account, your FERPA status can no longer be changed and you cannot unmatch your account.' Below this, there is an introductory paragraph and a 'Get Started with Common App' section with two bullet points: 'Create a Common App account on Common App Online' and 'Sign the Common App (CA) FERPA Waiver on Common App Online'. To the right, a 'TIPS' section provides instructions on matching accounts. The 'Match Your Accounts' section contains two input fields: 'Common App Email Address' (with the example 'test.test@naviance.com') and 'Date of Birth' (with the example '05/10/2001'). A green 'Match Accounts' button is at the bottom left, and a link 'I don't need this' is at the bottom right.

4. Select Match Accounts

Now, all your Common Applications will automatically feed into your Colleges I'm Applying to list in Naviance. Now, you should request transcripts & Letters of Recommendation in Naviance!

REQUEST A TRANSCRIPT

1. Select the Type of transcript you're requesting

The screenshot shows a web form titled "Add New College Application". At the top left is a "Cancel" button. Below the title is a blue informational banner with a white text box containing instructions: "Use this form to request transcripts for your college applications. You can request additional transcripts, such as midyear transcripts by using Add Transcript Request from your application list. Any existing transcripts requests for the chosen college application/s will not be undone. You can check the status of any transcript request in Manage Transcripts." Below the banner is a progress indicator with two steps: "Add Application" (marked with a red checkmark) and "Request Transcript" (marked "STEP 2"). The form has two sections: "What type of transcript are you requesting?" with a radio button selected for "Initial", and "Where are you sending the transcript/s?" with a dropdown menu showing "The University of West Georgia" and a green checkmark to its right. At the bottom is a teal "Request and Finish" button.

2. Confirm which school you're requesting for

3. Add any more schools you'd like a transcript for

4. Request and Finish

REQUESTING YOUR TRANSCRIPT FOR SCHOLARSHIP APPLICATIONS

Manage Transcripts

Search for colleges

College Applications

Transcript Requests

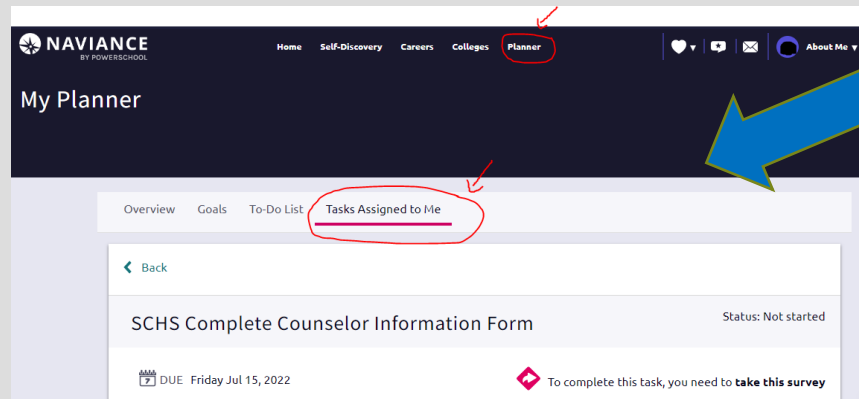
Request a college application transcript or other here. When requesting transcripts for colleges, be sure to keep your [colleges applications](#) up to date so that you can request the right transcript at the right time.

No Transcript Requests Found

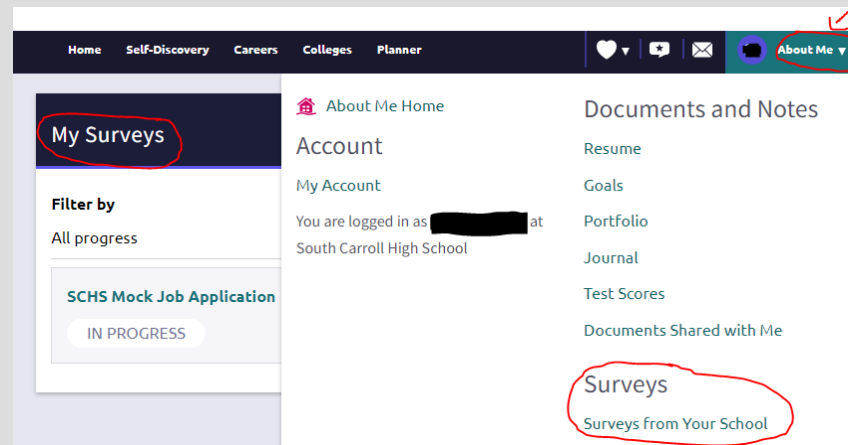


- Click on “Colleges I am applying to”
- Click on “manage transcripts”
- Click on large pink + on right hand side
- Click “Other transcript”
- Check “What type of transcript are you requesting?”
- Check “What is the transcript for?”
- Enter the transcript due date
- Fill out “where are you sending the transcript?” You must add an address. If you need the transcript delivered to you add that in the notes.
- Click “Request and Finish”
- Repeat procedure for all additional transcripts

PREPARING FOR LETTERS OF RECOMMENDATION FROM COUNSELORS AND TEACHERS:



Please complete the Student Information form under **About Me, Surveys from Your School or from your Planner.**



Most colleges require a letter of recommendation. **SCHS** students requesting recommendations must complete a "Student Credential Sheet" and resume at least 10 school days before college deadlines. This form is located under Surveys in Naviance.

STEP 4: REQUEST LETTERS OF RECOMMENDATION

Watch this [video](#) to see how to request Letters of Recommendation.

The first screenshot shows the 'Letters of recommendation' section with a brief explanation. The second screenshot shows the 'Your Requests' page with an 'Add Request' button. The third screenshot shows the request form with three steps: selecting a teacher, choosing colleges, and including a personal note.

Letters of recommendation

Some colleges require letters of recommendation to be submitted with your application. Please visit the [letters of recommendation section](#), accessible from the main colleges page, for more information

Letters of recommendation

Your Requests

You can request new letters of recommendation and track the most recent status of your requests here.

Add Request

1. Who would you like to write this recommendation?*

Select A Teacher

2. Select which colleges this request is for:*

Choose **specific** colleges from your [Colleges I'm Applying To list](#)

All current and future colleges I add to my [Colleges I'm Applying To list](#)

3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:

Cancel Submit Request

Requesting LORs

1. Go to **Colleges I'm Applying To List**
2. Select **Letters of Recommendation** at the bottom of the list
3. Select **Add Request**
4. Select a **recommender**
5. Select which **colleges the request is for**
6. Include a **personal note**
7. Select **Submit Request**
8. Select **Request and Finish**

Note- You should ask your counselor in person or email and let them know that you are requesting a letter. The process listed on this slide is only for requesting teacher recommendations.

STEP 5: TRACK SUBMISSION STATUS IN NAVIANCE

Tracking Transcript & App Materials Status

1. Go to **Colleges I'm Applying To List**
2. Check the Mailed column to review when a counselor has submitted a transcript *The mailed column will say 'sent' if the transcript has been sent*

Tracking LOR Status

1. Go to **Colleges I'm Applying To List**
2. Select **Letters of Recommendation** at the bottom of the list
3. Check the Status column to review when a teacher has submitted a LOR

Recipient	Type	Requested	Due	Mailed
University Of Colorado Boulder	College App	08/07/21	11/15/21	Pending
University Of Kentucky	College App	08/07/21	-	Pending
University Of Maryland-Baltimore County	College App	08/07/21	02/01/22	Pending

Recommendation For ^	Deadline ^	Recommender(s)	Status ⓘ	Cancel Request
McDaniel College 0 required/ 2 allowed/ 2 requested	Jan 03 2022	Korianna Hicks Eve Lignelli	In Progress In Progress	✕ ✕