Getting Ready for Senior Year

Using Naviance for College Applications

Getting Ready for Senior Year

What To Expect

WHAT?

You'll be using **Naviance Student** to request transcripts from your counselors and letters of recommendation from your teachers for your college applications

WHEN?

This process will take effect starting in the 2021-2022 academic school year.

HOW?

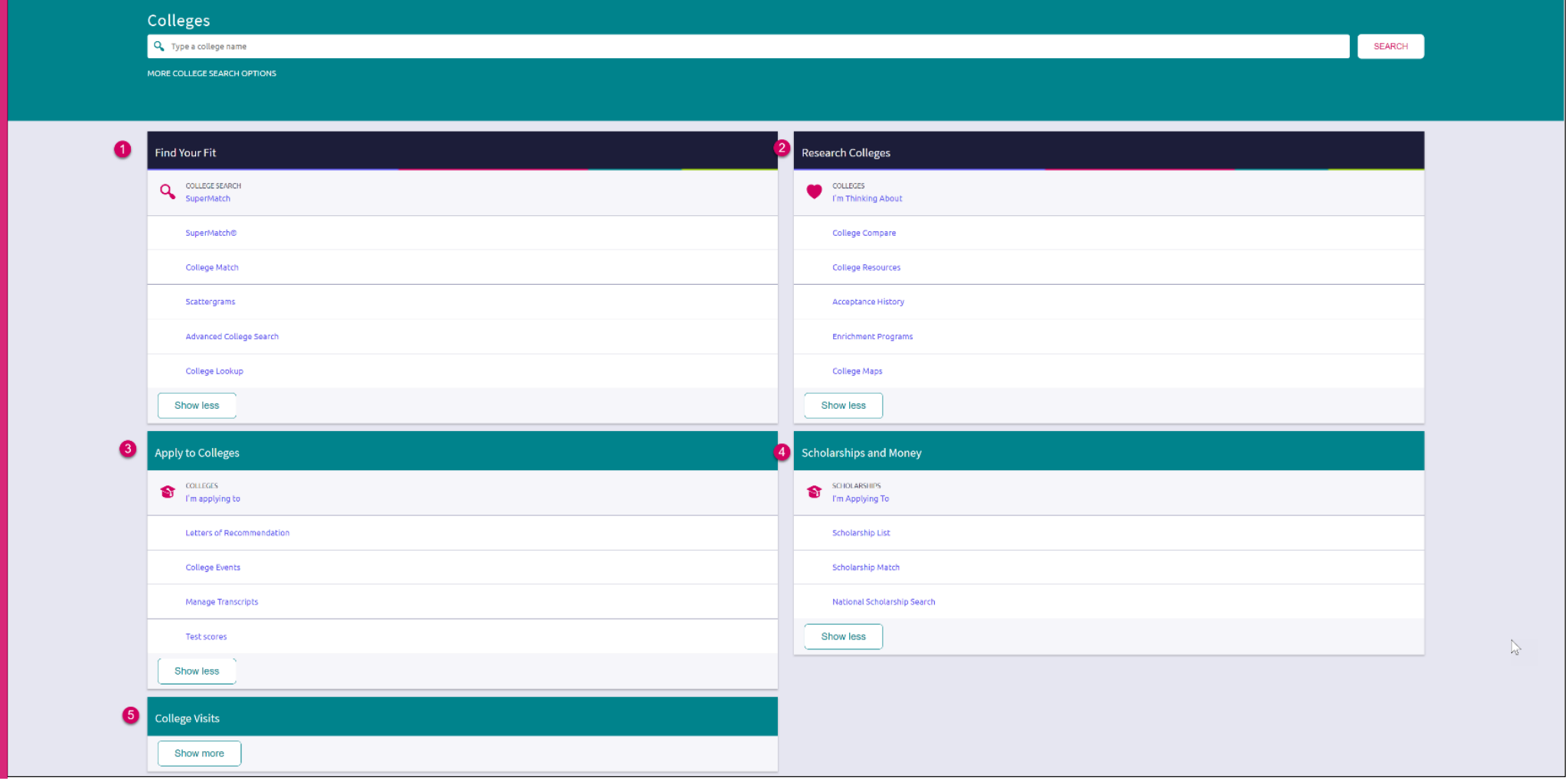
This presentation will provide you the steps on how to request these documents and track your applications using **Naviance Student**

WHY?

Accurately tracking your college applications in **Naviance Student** will allow the counseling office to send transcripts and your teachers to send letters of recommendation on your behalf.

You will also be able to check the status of materials being sent right in your account, which saves you time and stress!

Colleges Page

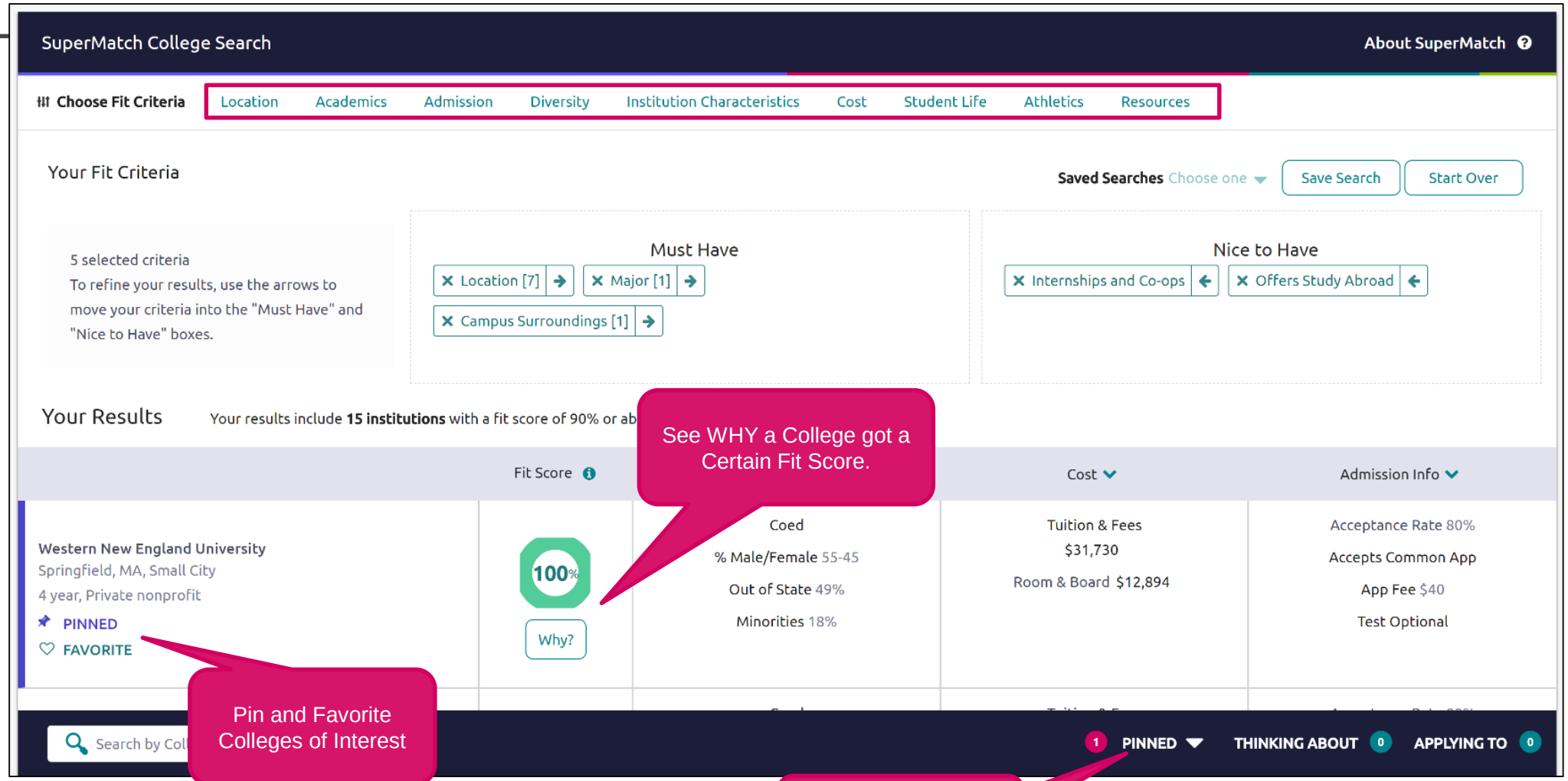


1. **Find Your Fit**: *Use tools like SuperMatch and Scattergrams to identify your best-fit college.*
2. **Research Colleges**: *Dig deeper into colleges of interest using tools like Acceptance History.*
3. **Apply to Colleges**: *Manage college applications and corresponding documentation.*
4. **Scholarships & Money**: *Search for and keep track of scholarships.*
5. **College Visits**: *Check out and sign up for colleges visiting the school.*

HOBSONS

New and Improved SuperMatch College Search

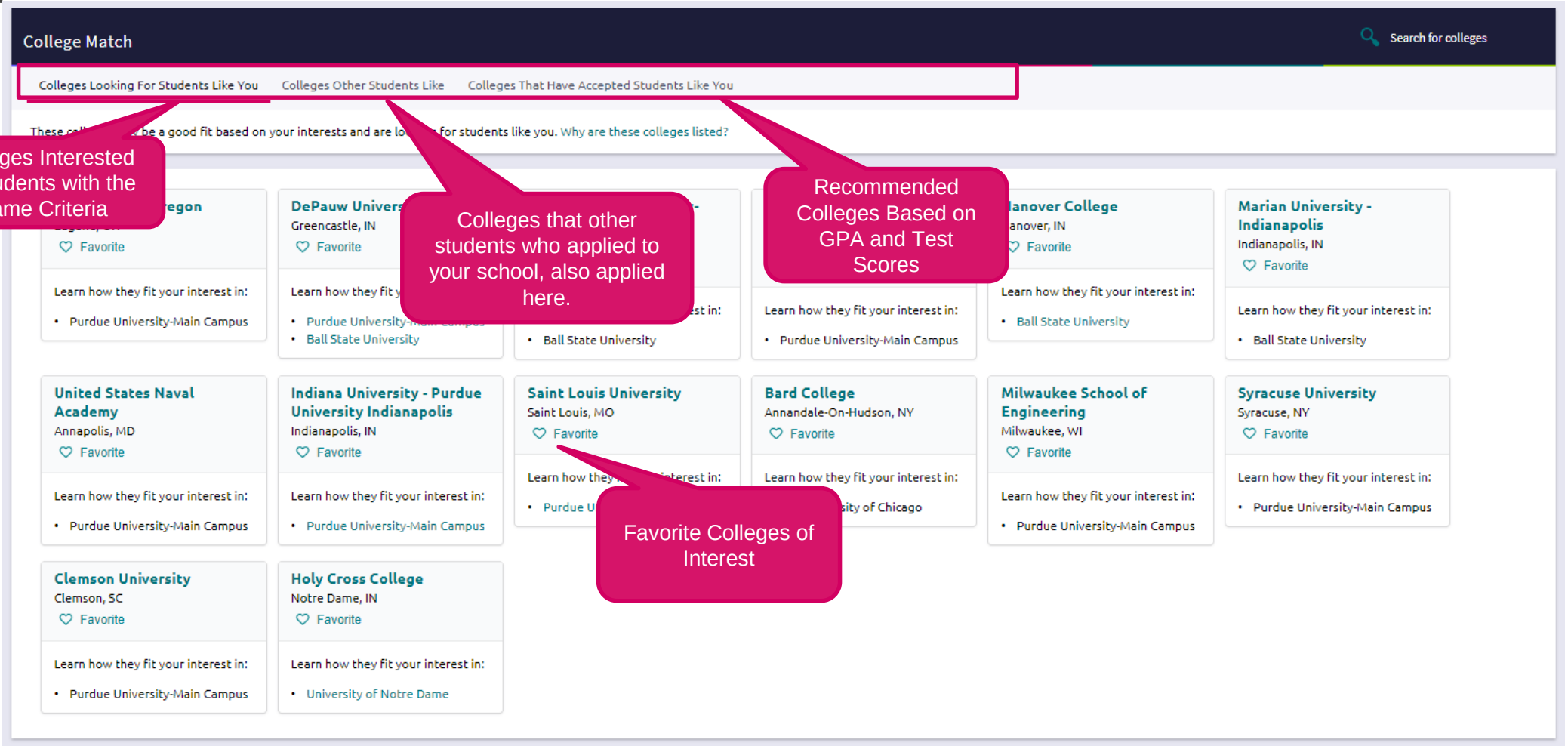
Tooltips guide you through searching over 20 new filters to find your best-fit institution.



HOBSONS

College Match

ActiveMatch helps students discover colleges that are interested in students like them based on the student's specific GPA and test scores.

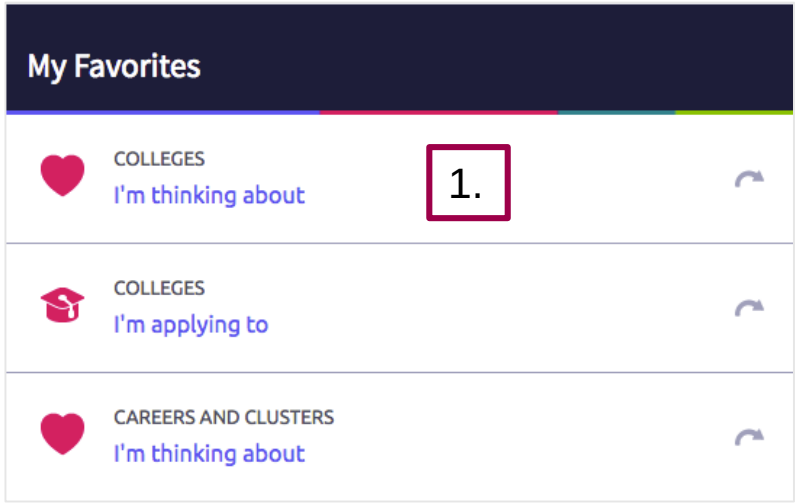


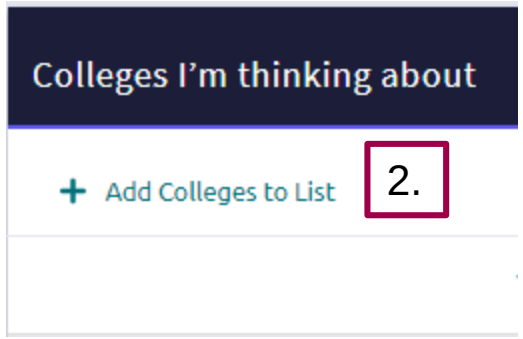
HOBSONS

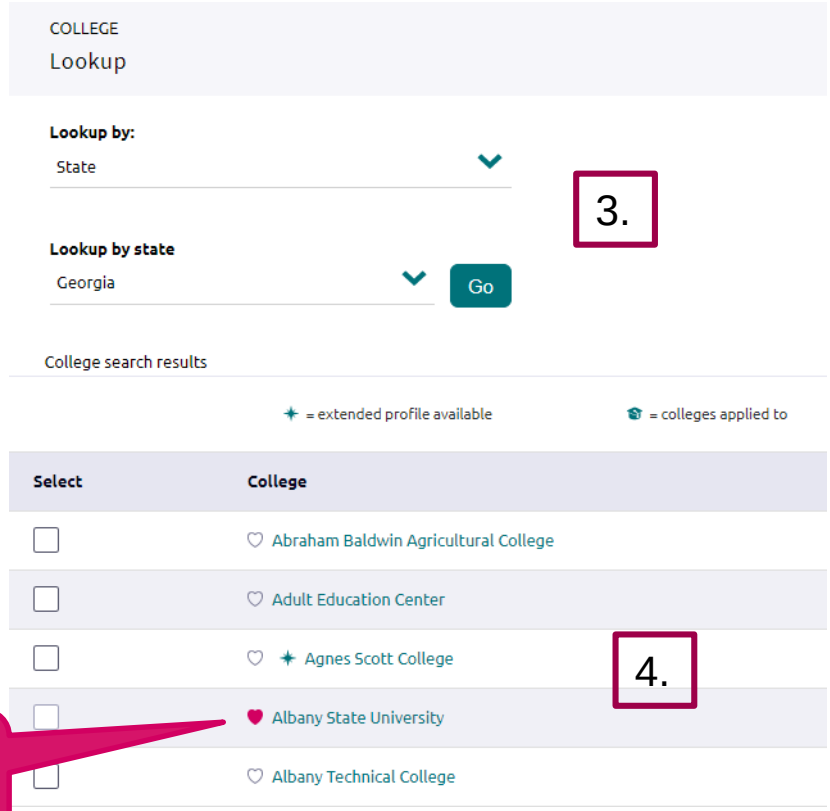
Adding Colleges to your Favorites List

To add colleges to your Favorite list, you will:

1. From the home page, click on Colleges I'm Thinking About
2. Select +Add Colleges to List
3. Search for the college(s) of interest
4. Select the heart icon to add to Favorite's list.







Favorite Colleges of Interest

HOBSONS

Student College Application Flow

Naviance | Student

1

Match Common App account to Naviance Student (August 1st)

Do not invite recommenders in Common App until after August 1st after you match your accounts.

2

Add non-Common App colleges to the Colleges I'm Applying To list in Naviance

3

Request application and transcripts for Common App and non-Common App colleges via Naviance Student

4

Request teacher recommendation letters via Naviance Student

Do not invite recommenders in Common App until after August 1st after you match your accounts.

5

Track status of requested transcripts and recommendations

HOBSONS

Common App: Create Account / Sign FERPA Waiver

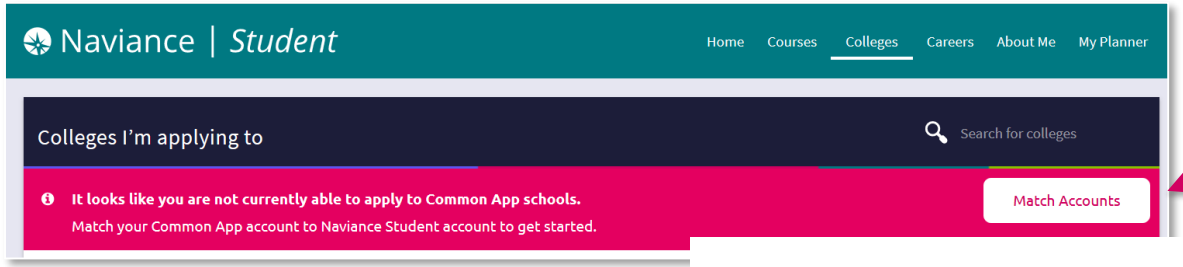
Students should follow the steps in this video to learn how to setup their Common App account & how to sign the FERPA Release Waiver.

- **1st- Students must create Common App accounts via www.commonapp.org**
- **2nd- Match Common App and Naviance account in Naviance Student on or after August 1st.**
  - Go to **Colleges I'm Applying To List**
  - **Select the hot pink bar to Match Accounts**
  - **Enter the email address** used for the Common App account
  - **Confirm that the birthdate is correct**
  - **Select Match Accounts**

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

Match your Common App Account

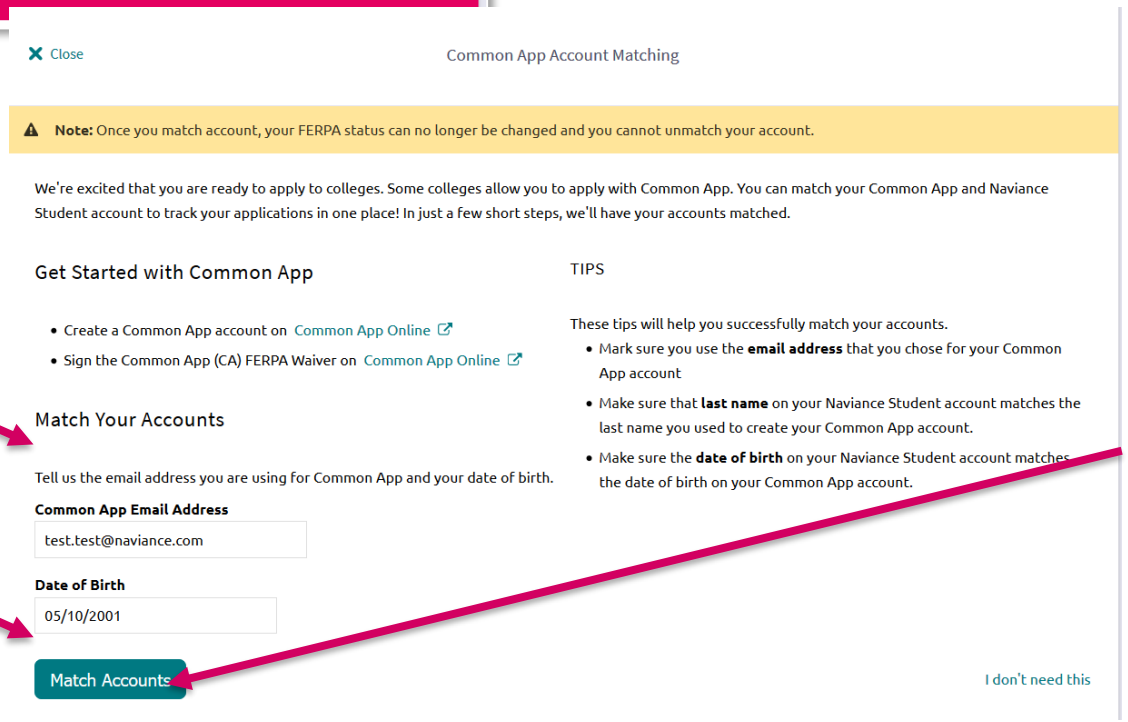
1. Select Match Accounts



2. Enter the original email address that you used when creating your Common App account.

3. Enter or confirm your Date of Birth

4. Select Match Accounts



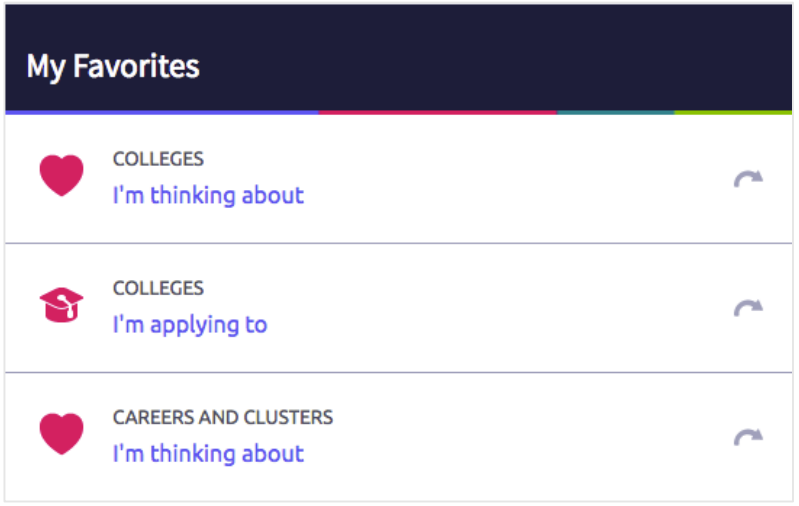
Now, **all your Common Applications will automatically feed into your Colleges I'm Applying to list in Naviance**. Now, **you should request transcripts & Letters of Recommendation** in Naviance!

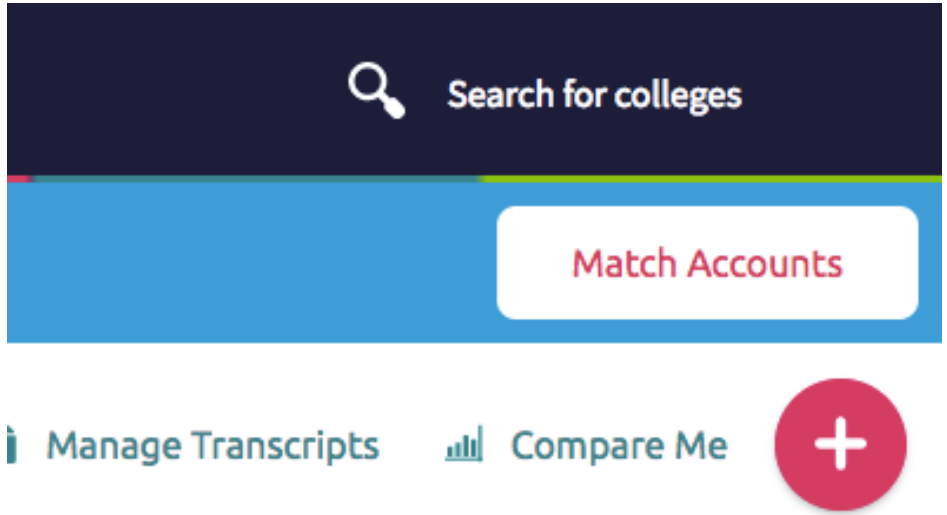
Adding Colleges to your Application List

To add colleges to your application list, you will:

1. From the home page, click on Colleges I'm Applying to
2. Click **Pink** circle with the plus sign
3. Search for the first college you are applying to
4. Update your decision type and how you'll apply
5. Add and request initial transcript

1.





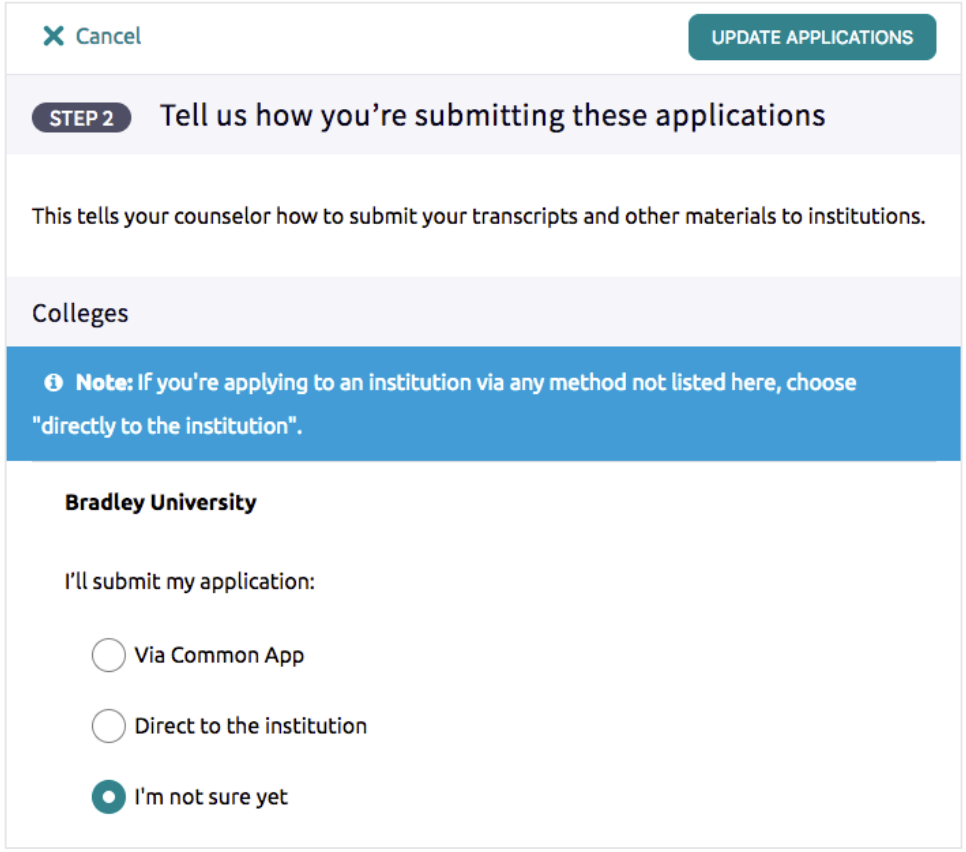
2.

HOBSONS

Adding Colleges to your Application List

Make sure you indicate how you are applying to the particular college.

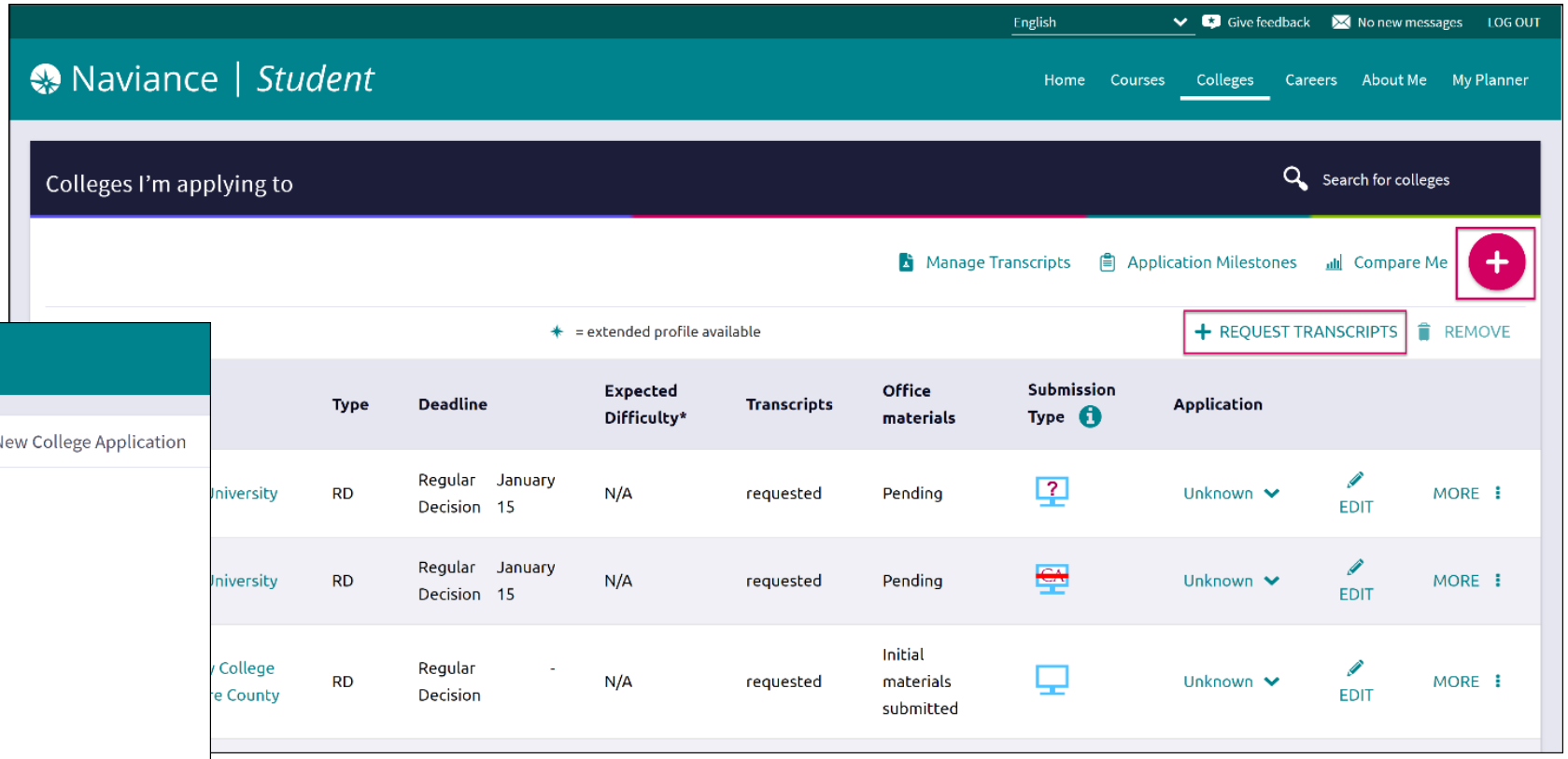
- Some colleges accept applications through Common App or another method. You will need to update how you are applying in Naviance Student so the counseling office knows how to send the materials.
- If you are NOT applying to the college via Common App, select the “directly to the institution” option.

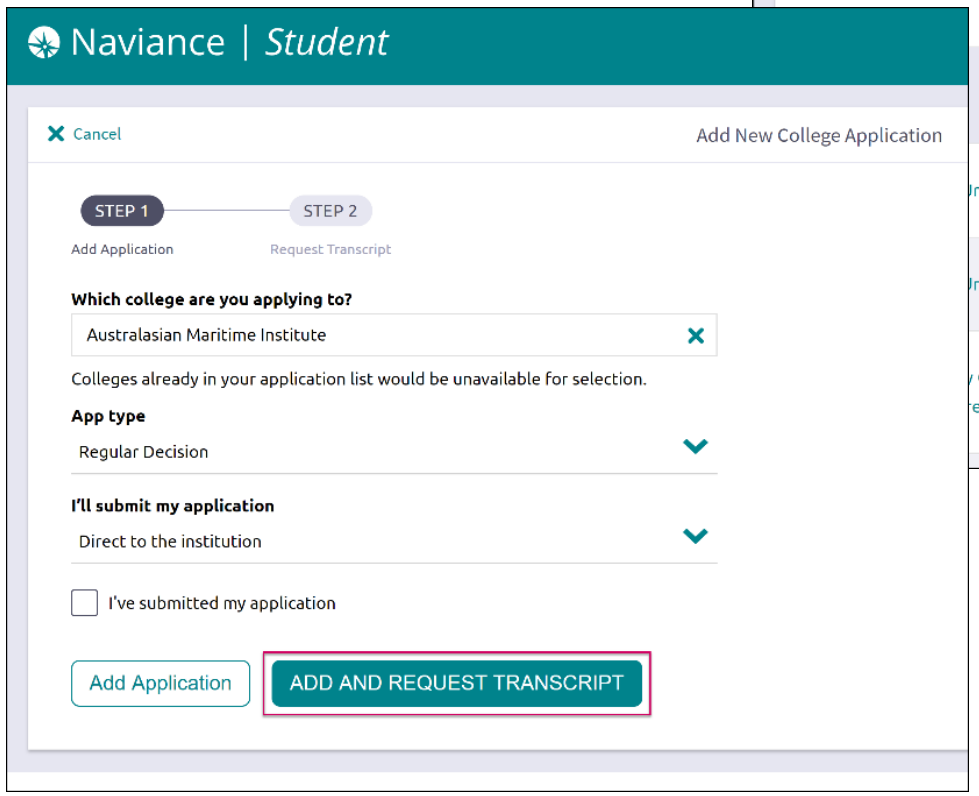


Request Transcripts

In order to access a transcript request, open the Colleges I'm Applying To list

Option 1: When using the plus (+) to add a new college, you can request a transcript during the process.

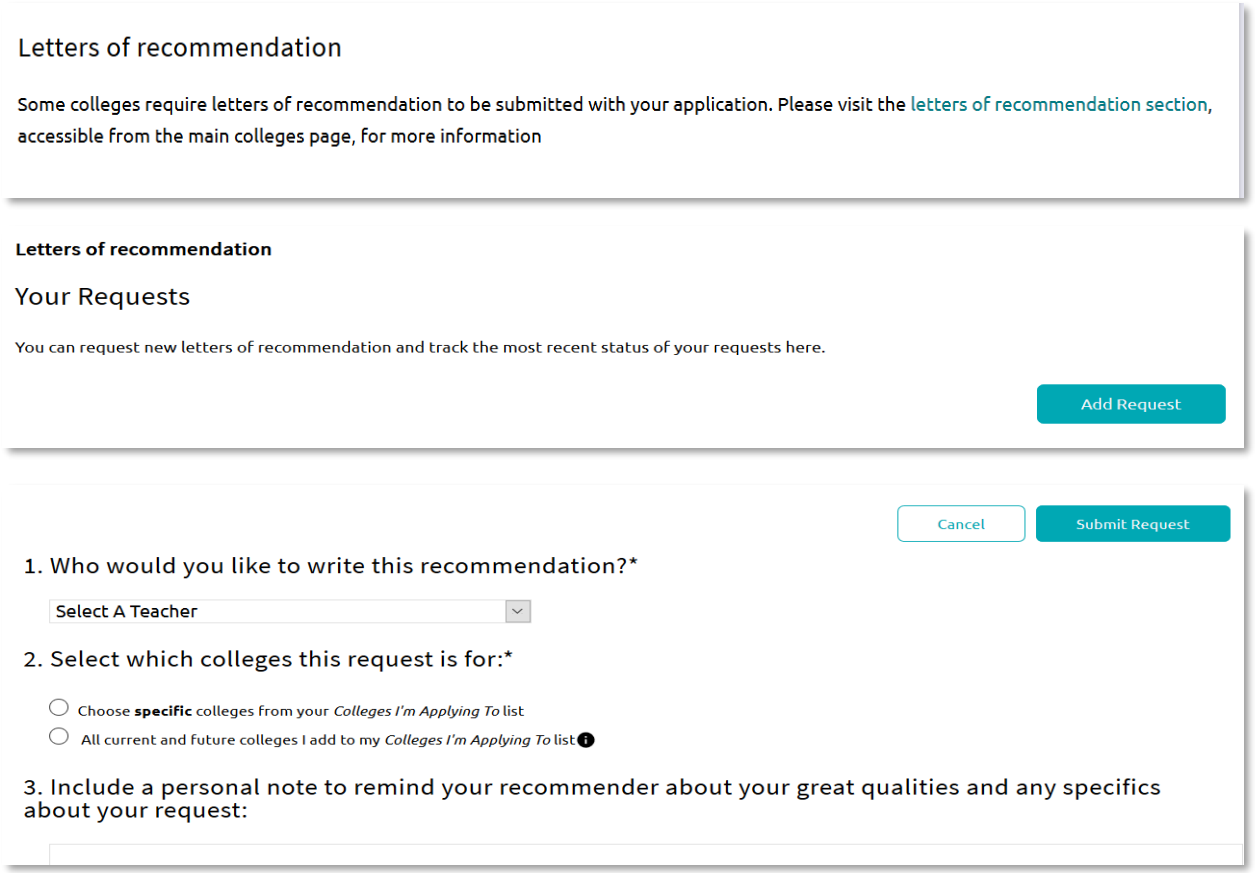




Option 2: The Request Transcripts option allows you to request a transcript for any of the colleges on your list.

HOBSONS

Request Letters of Recommendation



Requesting LORs

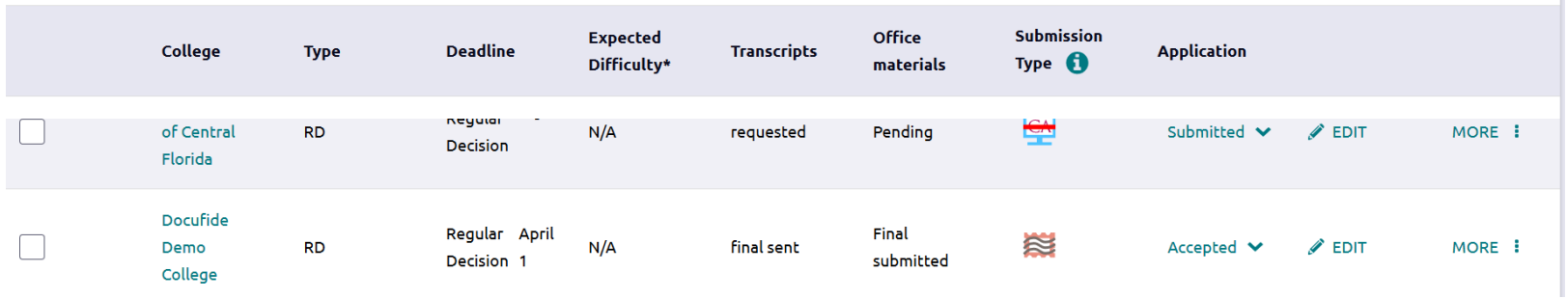
1. Go to **Colleges I'm Applying To List**
2. Select **Letters of Recommendation (LOR)** at the bottom of the list
3. Select **Add Request**
4. Select a **recommender**
5. Select which **colleges the request is for**
   - **Best practice** is to select specific colleges, since many colleges accept a limited number of recommendations.
6. Include a **personal note**
   - **Best practice** is to include a note. This assists the teacher in remembering special tasks or events.
7. Select **Submit Request**
8. Select **Request and Finish**

HOBSONS

Track Submission Process in Naviance

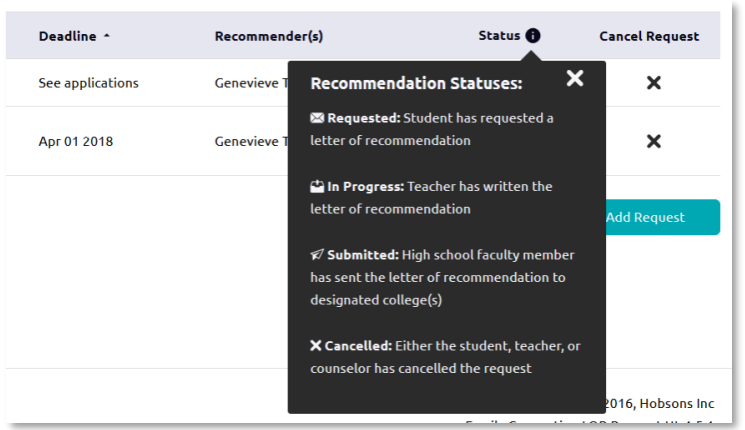
Tracking Transcript & App Materials Status

1. Go to **Colleges I'm Applying To List**
2. **Check the Transcript column to review when a counselor has submitted a transcript**
    1. The transcript column will say 'sent' if the transcript has been sent
3. **Check the Office Materials column to review when a staff member has indicated that all materials** have been sent for that application
4. The Office Materials column will say 'submitted' if transcripts and any other required materials, like Common App forms or other school-specific forms, have 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



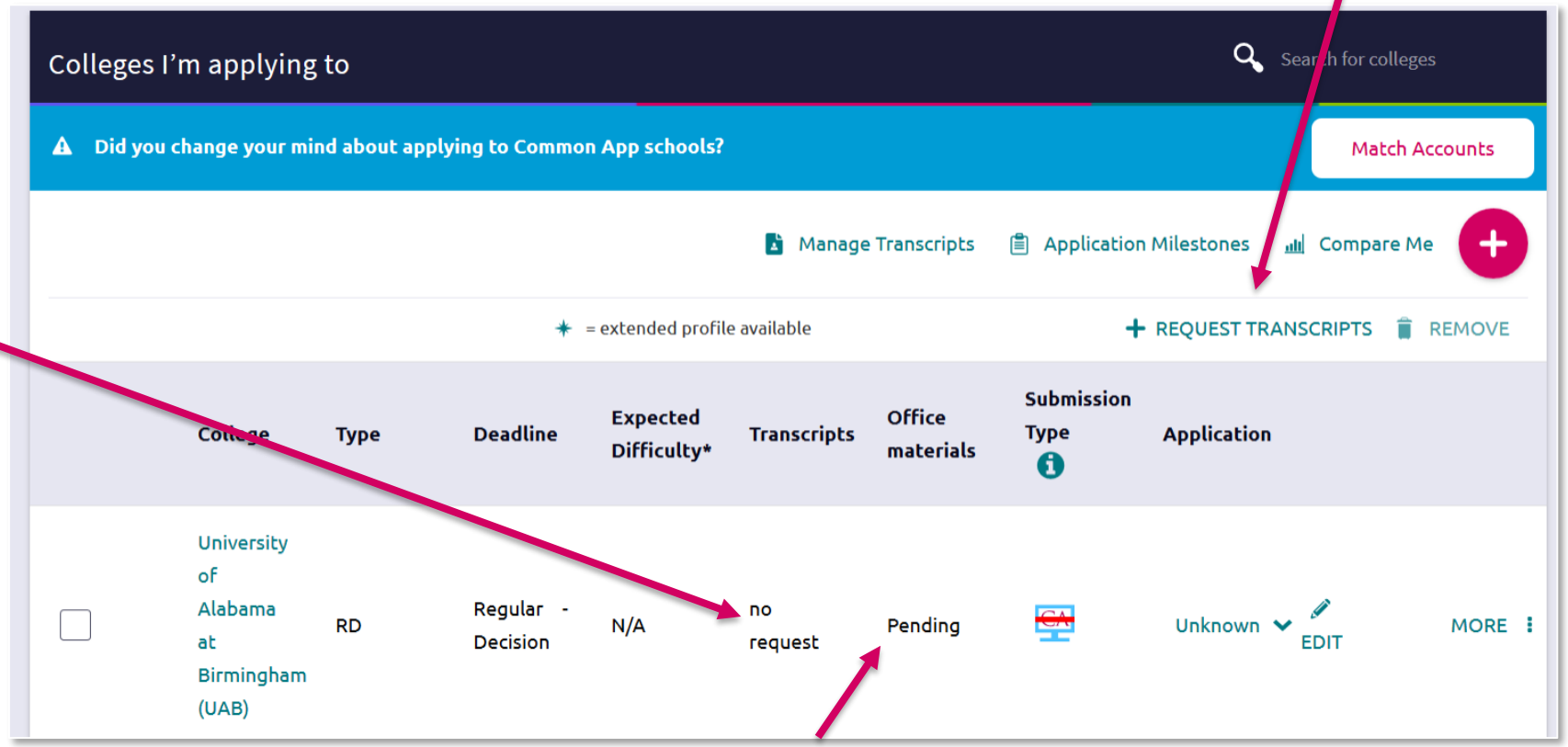
HOBSONS

Track Submission Process in Naviance

How do I request more transcripts? Select Request Transcripts

How do I know if my transcript has been sent?

Watch the Transcript Request column to determine when the transcript has been sent



How do I know if my counselor has submitted everything I need for an application? If the Office Materials column says "submitted", this means all necessary materials from your school have been sent

HOBSONS

eDocs Delivery Type Icons

Mail Only: documents can only be sent by mail

Electronic: documents can be sent through eDocs

Common App: Common App docs can be sent through eDocs

Unknown: documents can be sent through eDocs. Student has not yet indicated how they are applying

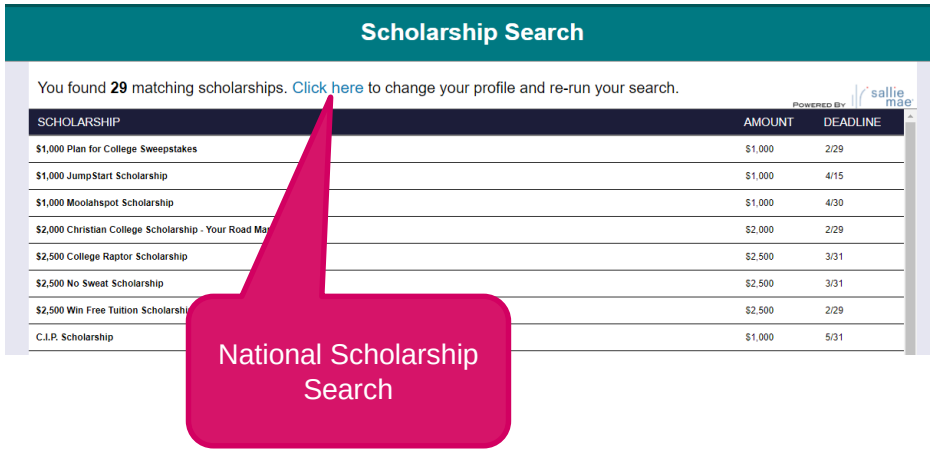
Common App via Electronic: documents can be accepted through eDocs

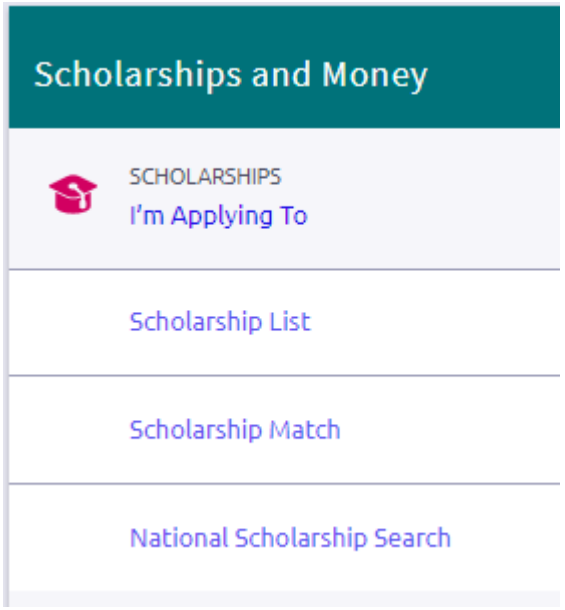
Common App Mail only: documents prepared but not sent through eDocs

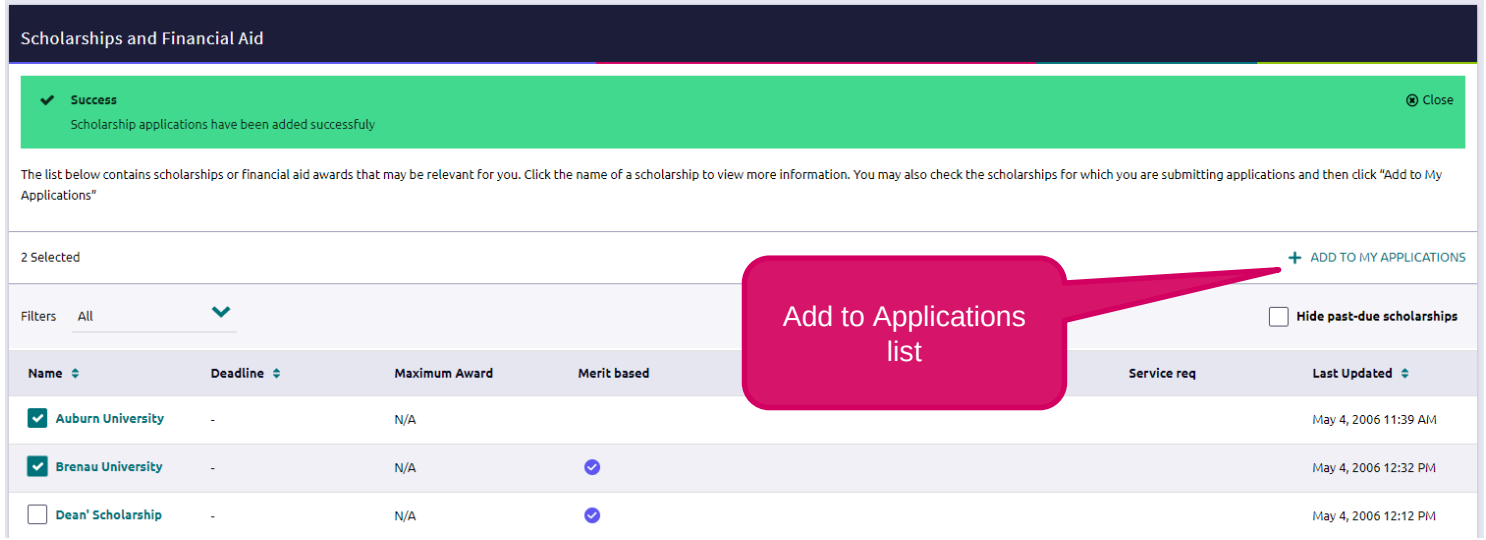
Adding Scholarships to your Favorites List

To add scholarships to your Application list, you will:

1. From the Colleges home page, click on Scholarship List
2. Select scholarship Name to view specifics
3. Select scholarship(s) and +Add to My Applications
4. Select National Scholarship Search for listing of national scholarships.







HOBSONS

Next Steps

Decide which colleges you will be applying to:

- Do additional research in Naviance Student over the summer to narrow down your college application list.
- If you are not sure if you will apply to a particular college, add that college to the Colleges I'm Thinking About list until you are sure.
- Review application requirements and begin working on your essay. Common App essay prompts can be found on their website: http://www.commonapp.org/11th-grade
- Start thinking about which teachers you will need to request recommendations from

Match Your Common Application

- After 8/1, you'll be able to create your Common Application account
- Once you create your Common Application account, you'll need to match your Common Application account to your Naviance Student account

Ready, Set, Go!

Make sure to check Naviance Student throughout your senior year for important updates and information to keep you on the path to success!