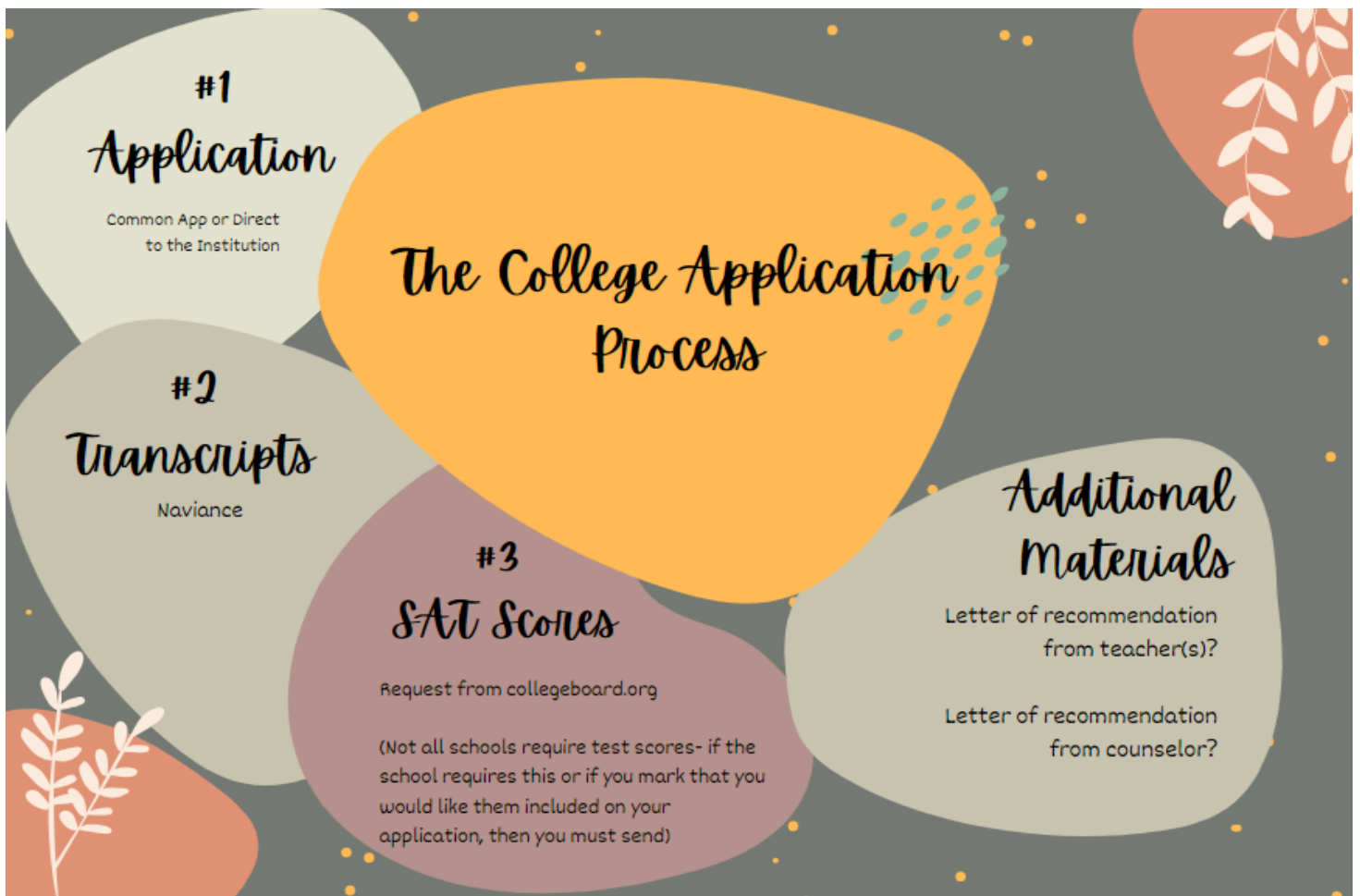


The College App Process and Naviance Guide



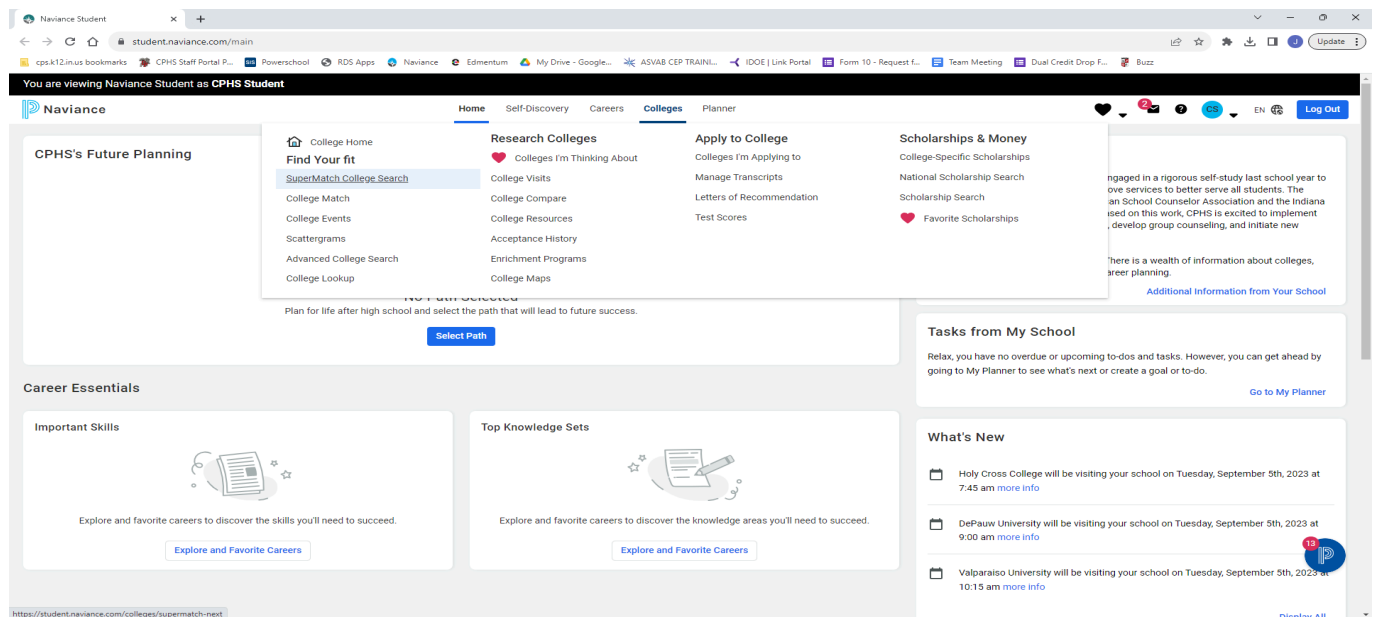
Where do I start?

If you have not researched what you will be doing after graduation, now is the time to start! First, determine what path you are on. If you want to go to college, then please read on. If you do not see yourself going to college for right now, or ever, use Naviance to explore other options.

1. RESEARCH

You will want to research different universities and Naviance is a great place to do that. You log in to Naviance by going to student.naviance.com/crownphs. You do not have to enter a username or password. You will click ABOVE the username area where it says “single sign on.” Also, parents do not have a Naviance account. Naviance is only for students. If you get a window saying you are blocked, please take your Chromebook to the learning commons to get your cookies cleared.

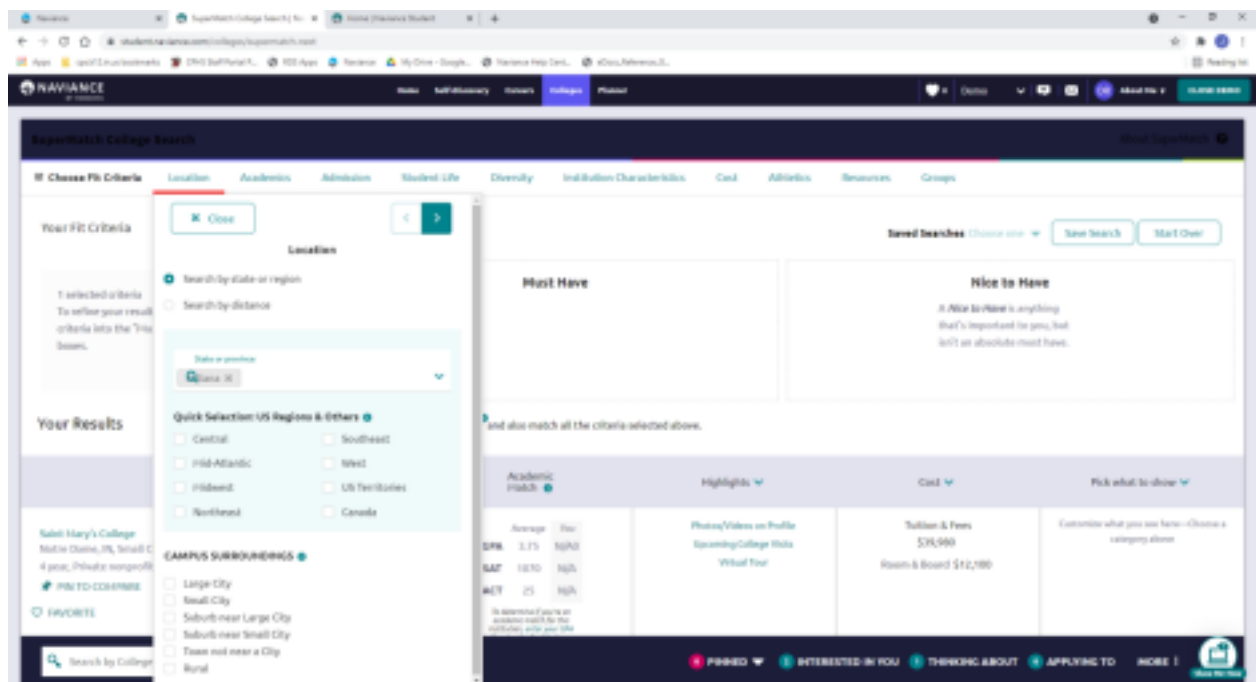
To do some research on colleges, go to the top where it says colleges. Hover over that. Go to find your fit on the left hand side. This is a search tool that Naviance offers as a way for you to enter what you are looking for in a university.



You can enter a state, major, size, extracurricular activities and many other items that might interest you in finding the right place (picture 1). Once you close your search, you

can scroll down to see how well matched you are to different institutions (picture 2). If you click on the blue university name that pops up, Naviance will take you to an overview of that university (picture 3). You can then click on tabs such as cost, admissions, virtual tours, contact etc. You can see under admissions the scattergram (picture 4), which is real data from former Crown Point High School students. This will show you a GPA and SAT scores of students who were admitted and denied to that university. Under admissions, you will also see what is required to be admitted to that university. It will give you classes, the average GPA, average SAT score etc. If you find a university that you like, you can click on the heart next to the name and this will add the university to the “Colleges I’m Thinking About” section.

Picture #1



Picture #2

Your Results

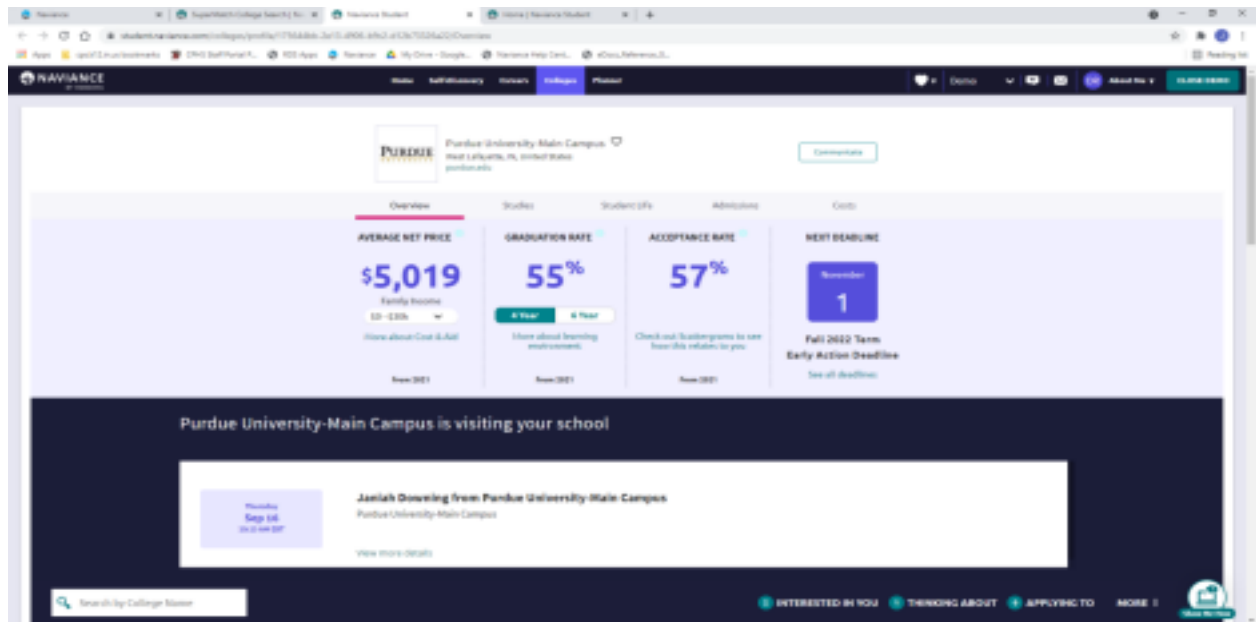
Your results include 43 institutions that are both an academic match and also match all the criteria selected above.

FEEDBACK	Academic Match	Highlights	Cost	Pick what to choose
Saint Mary's College Notre Dame, IN, Small City 4 year, Private non-profit, Roman Catholic PN TO COLLEGE FAVORITE	100% Why? Average You GPA: 3.75 10/10 SAT: 1070 10/10 ACT: 25 10/10 No response if you're not an academic match for this institution, enter your GPA and/or standardized test scores	Photos/Videos on Profile Upcoming College Visits Virtual Tour	Tuition & Fees \$39,900 Room & Board \$12,700	Customize what you see here—Choose a category above
Earlham College Richmond, IN, Small City 4 year, Private non-profit, Friends PN TO COLLEGE FAVORITE	100% Why? Average You GPA: 3.52 10/10 SAT: 1020 10/10 ACT: 28.5 10/10 No response if you're not an academic match for this institution, enter your GPA and/or standardized test scores	Photos/Videos on Profile Upcoming College Visits Virtual Tour	Tuition & Fees \$44,810 Room & Board \$8,800	Customize what you see here—Choose a category above
Purdue University-Main Campus West Lafayette, IN, Small City 4 year, Public PN TO COLLEGE FAVORITE	100% Why? Average You GPA: 3.5 10/10 SAT: 1110 10/10 ACT: 28.5 10/10 No response if you're not an academic match for this institution, enter your GPA and/or standardized test scores	Upcoming College Visits	Tuition & Fees \$9,200 In State/IN \$18,070 Out of State Room & Board \$10,000	Customize what you see here—Choose a category above
		No Highlights Available	Tuition & Fees	Customize what you see here—Choose a category above

Search by College Name

FINISHED INTERESTED IN YOU THINKING ABOUT APPLYING TO MORE

Picture #3



Picture #4



If it is possible, go visit a college campus while classes are going on. (You can have up to 2 days of school excused with proper documentation) You will then be able to feel the vibe of the school and determine if you can see yourself walking to class each day. This is not always possible, so use virtual tours on Naviance or YouTube might be able to offer you some personal virtual tours.

CollegeBoard recommends that you apply to 4 universities. You do not have to apply to 4, but you can narrow down universities by researching. You should have a reach school; one that maybe you are falling below their average admission. You should have one or two schools where you are more confident you will be admitted. Then you should have a safe fall back school.

2. Apply

Once you have determined your application list, find out how you apply to these schools. You will either apply by going directly to the schools website or if the school is a common app school, you will go to commonapp.org to create an account.

Direct to the Institution: If you go directly to the schools website, on the main page there might be an area where you can click that says admission or undergraduate application, or freshmen application or apply now. All universities are different so their websites will look different. Once you get to the application, you will create a username and password. Remember to put your username and password in a safe place (maybe make a notes section in your phone). This will be your portal to that university where you can check your application status.

Common App: If you are applying to a common app school, create your common app account. **Do not use your school email for any application!** Create a professional email address or use one that you already have that is appropriate (do not use slang terms, reference inappropriate items etc). Once you complete your common app account, you can fill out the main part of the application that will go to every school. Then, you will use a tab at the top to search for schools to add to your common app. Each school will show up and have supplemental requirements for that school (i.e. specific questions, essay and FERPA-Family Educational Rights and Privacy Act). Once you complete a section on the common app, you will get a green check mark next to each section.

FERPA: This is a part of the common app that is asking whether you waive your right to view documents sent on your behalf or do not waive your right. It is always recommended that you waive your right, per university admission reps. If you do not

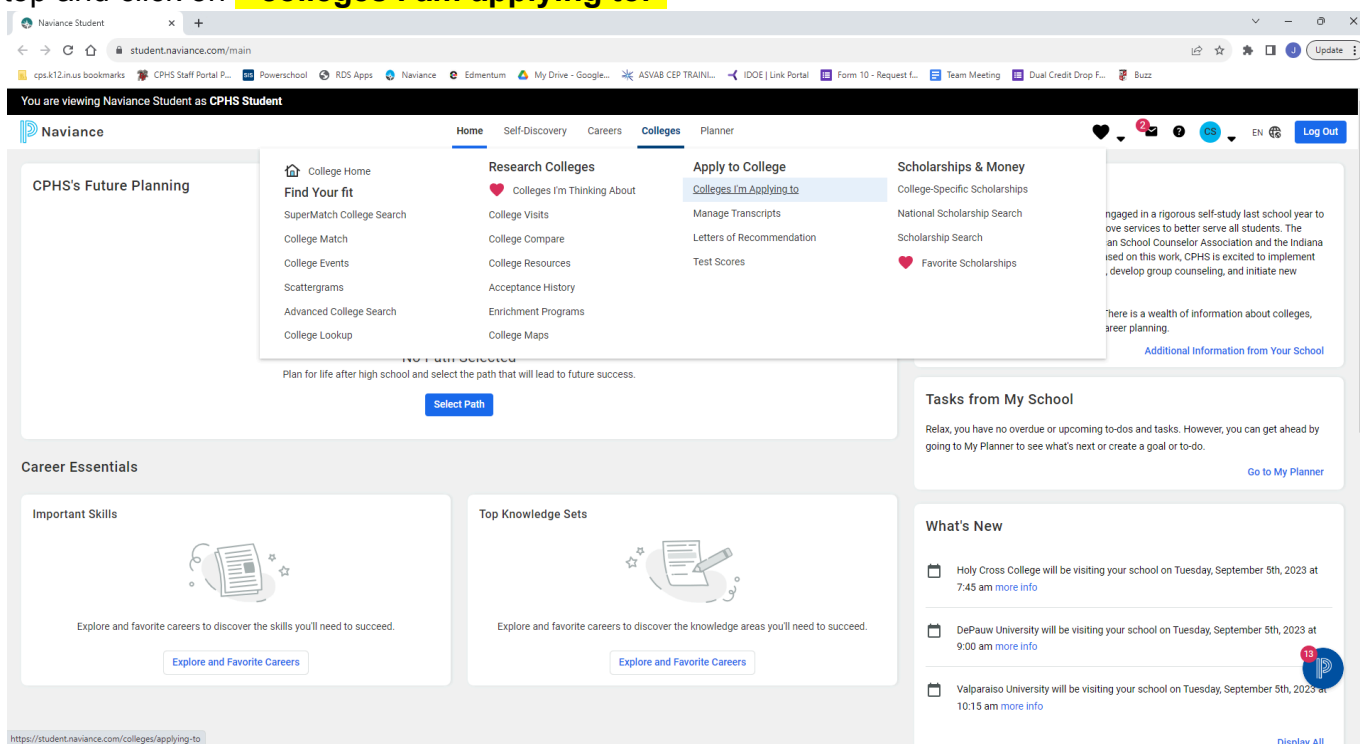
waive your right, this red flags universities that you may be trying to hide something, even if you are not. This could negatively impact your opportunity for admission. After you have completed the FERPA section on the common app, you will then go into Naviance and go to colleges I'm applying to. At the very top, there will be a large fuchsia bar that says match account. Click that. Follow the prompts as it directs you to the common app. Click match. This links your common app account and your Naviance account which allows CP to send documents to the schools you are applying to. If you do not match, we are blocked from sending anything to the university you request.

3. REQUEST TRANSCRIPTS IN NAVIANCE (Steps highlighted in yellow)

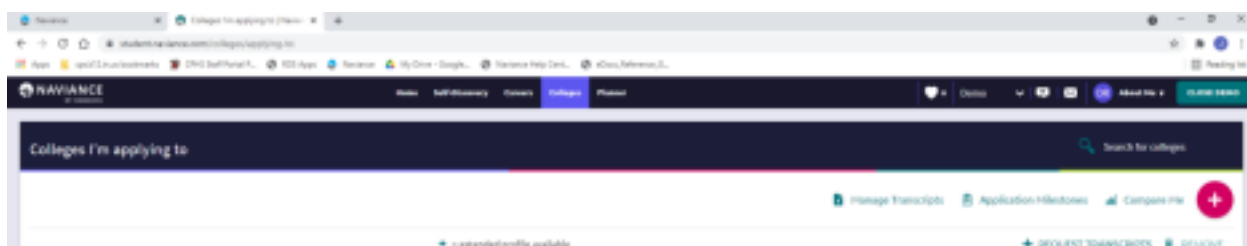
How to request transcripts:

(You will never use SENEDU or the Coalition Application.)

Once you know the schools you are applying to and how you are applying (direct to the institution or common app), access your Naviance account. Go to the colleges tab at the top and click on **"colleges I am applying to."**



-You will see a blue plus sign on the right hand side (In the picture below, it is pink, but in Naviance, it is now blue). Click on that to add a transcript request.



-Type in the name of the university and then choose the university once it populates in the drop down menu (make sure you pick the correct campus):

NAVIANCE
Add New College Application

STEP 1 Add Application STEP 2 Request Transcript

Which college are you applying to?

Indiana University

Indiana University of Pennsylvania Main Campus
Indiana University of Pennsylvania Pennsylvania Campus
Indiana University-Bloomington
Indiana University-East

☐ I've submitted my application

Add Application ADD AND REQUEST TRANSCRIPT

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Logged in as **Diana Rodriguez** [View Profile](#)

Crown Point High School
1100 N Main St
Crown Point, IN 46037
p: (219) 442-4400
<https://ps.k12.in.us/libraries/default.aspx?PageID=372>

-In the next drop down box, choose what deadline you are wanting to meet.

-Next, you will have to indicate how you are applying.

This is a drop down box. There are schools (like Indiana University Bloomington) where you will have to choose how you are applying and indicate that choice in Naviance. There are other schools that you can only apply through Common App (Purdue West Lafayette-main campus) so when you hit the drop down box, common app will be the only option to choose. However you apply, this must match what you put in Naviance,

otherwise, if we try to send your transcript and supporting documents and the pathways do not align, the school will not receive it, therefore your application status is incomplete and will never be reviewed for admission. Another question on this page will ask you what deadline you are applying for. If you want to do the early action deadline for IUB or PWL, that deadline is November 1. This is the scholarship consideration deadline! EVERYTHING must be in the university's hand by that date.

A screenshot of a web browser showing the Naviance 'Add New College Application' form. The browser's address bar shows 'student.naviance.com/colleges/applying.html'. The page has a dark blue header with the Naviance logo and navigation links: Home, Self-Disclosure, Contacts, Colleges, and Planners. The main content area is titled 'Cancel' and shows a progress bar with 'STEP 1: Add Application' and 'STEP 2: Request Transcript'. Under 'STEP 1', there is a dropdown menu for 'Which college are you applying to?' with 'Indiana University-Bloomington' selected. Below this is a note: 'Colleges already in your application list would be unavailable for selection.' There is also a dropdown for 'App type' with 'Early Action/November 1' selected. A section titled 'I'll submit my application' has three options: 'Via Common App' (selected), 'Via Common App', and 'Direct to the institution'. At the bottom of the form are two buttons: 'Add Application' and 'ADD AND REQUEST TRANSCRIPT'. The footer includes the Hobsons logo, privacy policy links, and copyright information. On the right, there is a user login section showing 'Logged in as Dana Rodgers' and a 'Close Events' button. Below that is a school profile for 'Crown Point High School' with its address and phone number.

-Click Add and Request Transcript

Once you hit the “Add and Request Transcript” button, it will take you to the next page.

-Naviance will take you to a second page where it asks which transcript you are requesting. The only transcript that should be listed is your initial, so you will check that box.

-Click Request and Finish

Naviance will bring you back to the list of schools that you have added and you can see your transcript status (requested, initial materials submitted etc). It will also show you a computer screen that will be blank, which means the only way you can apply is direct to the university, or it will have CA in the computer screen, which means you are applying through Common App, or it will have CA with a strikethrough to show that the school accepts common app, but you have chosen to apply direct to the university.

Naviance runs really slow the week and weekend before November 1, therefore Crown Point High School is requesting that you have all transcript requests done by October 20, 2024. Do not wait to submit materials until the last minute. If you have any sort of technology issue, universities do not take any excuse into consideration and will accept nothing late!

4. Optional Step: (Depending on university requirements)

Teacher Letter of Recommendation

Because CPHS uses Naviance, you will never assign a teacher or counselor through the Common Apps website.

-Go to the “Colleges I’m Applying to,” then Click on “Letters of Recommendation” or go to “Letters of Recommendation” under the colleges tab.

-Click on “Add Request.”

-Choose the teacher in the drop down menu.

-Choose “General Request” so it goes to all schools.

-Write a thank you note in the space and request the teacher email you and your counselor once they have uploaded it.

-Submit your request. Your teacher will receive an email with your request.

You will find out through your research process whether the school requires letter(s) of recommendation. IU Bloomington, Purdue WL, Ball State, Indiana State, IU Indy and Purdue Indy are all schools that **do not** require them for admission. They may choose to read up to 1 or 2, but it may only be necessary if you are trying to build a case as to why you should be admitted (or to super demanding programs like Purdue’s engineering or IU’s school of nursing). If you need a Letter of Recommendation, please allow your teacher at LEAST 2 weeks to write it, while also giving them 3-5 weeks prior to the school’s deadline. It is best practice for you to provide them with a resume (located in Naviance under “about me”) or brag sheet (located in Naviance under “about me”--> “surveys from your school”) and they will upload their letter through Naviance. If you are applying to a common app school, the teacher will also need to complete a common app teacher evaluation, in addition to their letter. Once that letter is uploaded, kindly ask

the teacher to email you (the student) and your assigned counselor to ensure the letter gets sent. If a school requires a written evaluation, this is basically a letter of recommendation that comes from your school counselor. It might also be called a counselor recommendation. Please talk to your counselor about writing this and kindly ask them, the same way you would ask a teacher (in person). You will not find counselors in the drop down menu. A resume or brag sheet is very helpful and allows people to add important bulk to your letter. Please be courteous of letters of recommendation. Teachers do this outside of their contracted work hours. Oftentimes, they are doing this while they are home with their family or busy with their personal lives. Do not ask them for one unless you need it.

IN ORDER TO HAVE A COMPLETE APPLICATION THAT IS READY FOR THE UNIVERSITY TO REVIEW TO DETERMINE YOUR ADMISSION STATUS, THEY MUST HAVE ALL PIECES OF THE APPLICATION PROCESS!

These pieces include:

Piece 1: Application complete and sent to university by the student

Piece 2: Test Scores to be sent from testing agency (SAT-Collegeboard/ACT-ACT.org), which is requested by the student but goes from the testing agency to the university

Piece 3: Transcript requested by the student in their Naviance account and then sent by CPHS

Potentially optional 4th piece: Letter of Recommendation(s)-Teachers will upload to Naviance, but the counselor needs to know when that letter is uploaded.