

# Naviance

College Application Process

# DON'T STRESS

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- Stay organized...
- Take ownership
- Meet with your guidance counselor
- Check your e-mails!

# What Does the College Need to review my application?

- Common App/ Online Application & application fee
- Transcript (1<sup>st</sup> term grades are sent after term 1)
- College Essay & Supplements
- Teacher and/or Guidance Recommendation(s)
- SAT or ACT scores

# Naviance College Application Process

*Once you have solidified your list of schools you intend to apply to....*

- ✓ **Move “Colleges I’m Thinking About” to**
- ✓ **“Colleges I’m Applying To”**
- ✓ **Click Request Transcript (ONLY TO  
**SCHOOLS YOU ARE 100% CERTAIN YOU  
**ARE APPLYING TO)******

# Common Application

<https://www.commonapp.org/>

- ❖ Go to commonapp.org and register for an account
- ❖ Create user name and password that you will remember.
- ❖ Sign in & take the tutorial

# Application/Delivery Type



**Common Application—Log on to**

**[www.commonapp.org](http://www.commonapp.org)**



**Online Application**

**Example:**

**Complete Springfield College application by going to**

**[www.spfldcol.edu](http://www.spfldcol.edu)**

- **Admissions**
- **Undergraduate**
- **Admissions**
- **Apply Now**

# Delivery Type

- Complete Online Application through the college's website
- Supporting materials such as transcript, teacher recommendation(s) **can be sent electronically**



## FERPA Waiver – Family Educational Rights and Privacy Act

- Applicants will submit the FERPA decision within the Common App account, NOT his or her Naviance account.
- The FERPA question is found within the 'Assign Recommenders' tab of your common application. There is a 'release authorization' link to click on to make your FERPA decision. (SEE PACKET FOR DIRECTIONS)
- You must complete the EDUCATION tab in order to assign recommenders/authorize FERPA.
- Please keep in mind that you can only see the 'Assign Recommenders' tab once you add at least one school to your account.

✓ **You MUST complete the FERPA on Naviance using the correct e-mail.**

## **HOW TO:** *Request Transcript*

- **ONLY REQUEST A TRANSCRIPT TO THE SCHOOLS YOU KNOW YOU WILL APPLY TO.**
- Request through Naviance under **“Colleges I’m Applying To”**
- Click request transcript 2 weeks prior to your deadline date
- \$2.00 per transcript (TRANSCRIPTS WILL NOT BE SENT UNTIL PAID)
  - Bring \$2.00 to Ms. V in Guidance—receipt upon payment
    - See attached document that outlines this process

# **HOW TO:** Request Teacher Recommendation(s)

- Colleges I'm Applying To
  - Add teacher to request recommendation on Naviance
  - Select Teacher
  - Personal Note to teacher must include
    - ❑ Schools you would like recommendation sent to
    - ❑ How you are applying- EA, ED, RD
    - ❑ Your deadline date
    - ❑ Common App
  - Submit Request

# STEP 6: SEND SAT SCORES

## Collegeboard.com

### MY SAT®

[Home](#) > [My Organizer](#) > My SAT

UPDATE MY  
COLLEGE PROFILE

REGISTER  
FOR A TEST

SEND SCORES  
TO COLLEGES

PREPARE FOR  
THE SAT

Hi, Roxanne.

### MY SCORES\*

\*Not an official  
score report.

TEST DATE	TEST	SCORE	ACTION STEPS
12/2005	<b>SAT Reasoning Test</b>		<a href="#">View My Score Report and Essay</a> <a href="#">View My College Success Skills Report</a> <a href="#">Order Score Services</a>
	Math	620	
	Critical Reading	580	
	Writing	540	

# ACT SCORES

[www.actstudent.org](http://www.actstudent.org) – SEND SCORES!

The **ACT**



# COMPLETE THE PACKAGE

*Once you've completed your application, follow these tips to make sure all the parts get where they're going.*

- **Don't wait.** Online materials should be sent weeks before the deadline.
- **Submit once.** When you apply online, you'll usually get an automated response saying your materials have been received. If you don't, contact the college's admission office. Don't apply online again or mail in another application.
- **Keep copies.** Make a copy of each piece of each application. Save personal identification numbers, passwords, canceled checks and notes or emails from admission officers. This documentation can save you if a problem arises.
- **Get confirmation.** If you mail applications, put a stamped postcard addressed to your house in each package so admission officers can let you know that your materials arrived. The U.S. Post Office also offers a similar "return receipt" service. It may take a few weeks for confirmation cards to reach you.

**If you get a notice saying something is missing, don't panic. Just call the admission office and calmly ask what steps you can take. This is why you wisely saved copies of everything and sent in your application early!**



## COLLEGE VISITS

Click: COLLEGES Tab on Naviance to view all upcoming college visits. Click on “sign up” for schools you are applying to.

**Note:** Admission representatives from various colleges and universities come to ELHS to provide students with an overview of their academics, campus life, campus culture, and their admissions process. It is very likely that these admissions representatives will be reading your application. It is important to be prepared, courteous, and respectful!

# FAFSA & CSS Profile

**FAFSA** Free Application for Federal Student Aid- Required by ALL colleges and universities if you apply for financial aid.

Complete the FAFSA with your parents

**[www.fafsa.ed.gov](http://www.fafsa.ed.gov)**

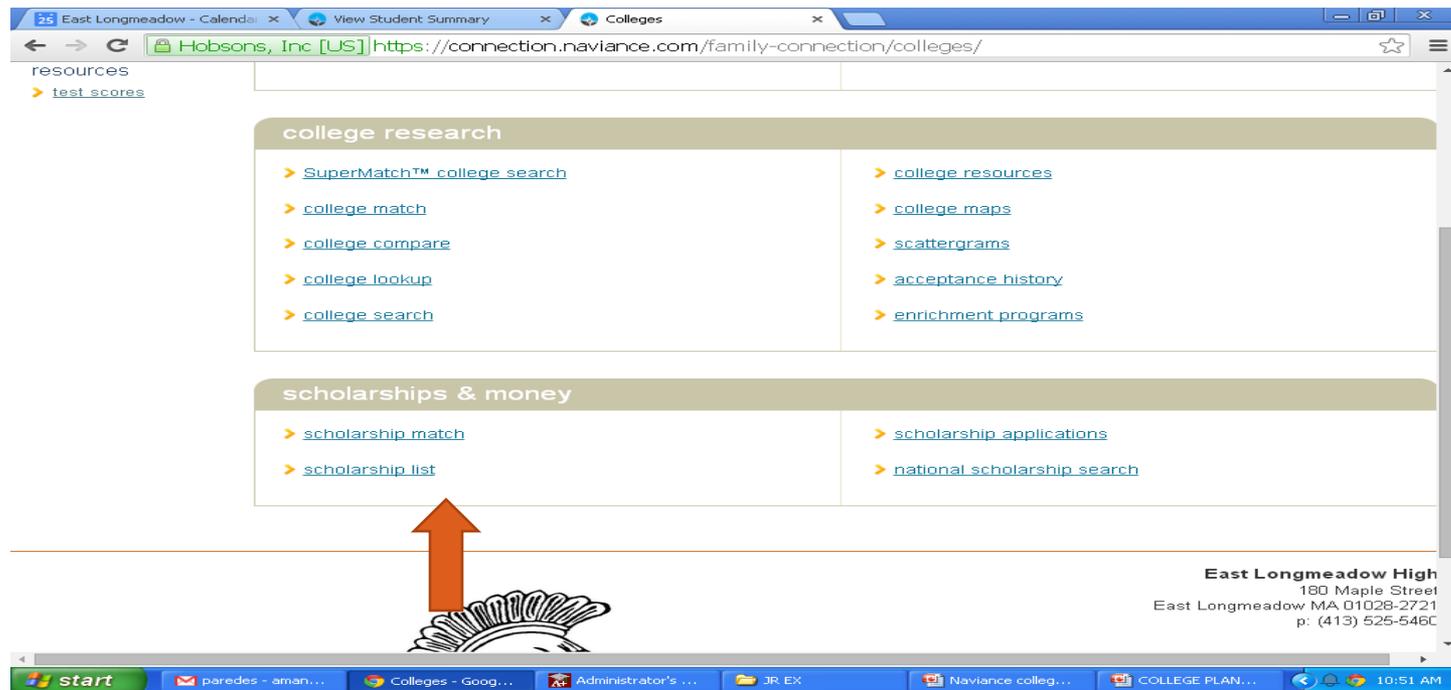
**Check your deadline dates for FAFSA**

*Financial Aid Night –November 6<sup>th</sup> at 6:00pm in the ELHS Auditorium*

**CSS-** College Scholarship Service- processes PROFILE financial aid application.

# Scholarships

- Search for scholarships of mefa.org or fastweb. Com
- East Longmeadow and local scholarships can be found on Naviance



The screenshot shows a web browser window with the URL <https://connection.naviance.com/family-connection/colleges/>. The page is titled "resources" and has a sub-menu for "test scores". The main content is divided into two sections: "college research" and "scholarships & money".

**college research**

- > [SuperMatch™ college search](#)
- > [college match](#)
- > [college compare](#)
- > [college lookup](#)
- > [college search](#)
- > [college resources](#)
- > [college maps](#)
- > [scattergrams](#)
- > [acceptance history](#)
- > [enrichment programs](#)

**scholarships & money**

- > [scholarship match](#)
- > [scholarship list](#)
- > [scholarship applications](#)
- > [national scholarship search](#)

An orange arrow points from the "scholarship list" link to the East Longmeadow High School logo, which is a stylized sunburst. To the right of the logo, the school's contact information is listed:

**East Longmeadow High**  
180 Maple Street  
East Longmeadow MA 01028-2721  
p: (413) 525-546C

The Windows taskbar at the bottom shows the Start button, several open applications (including "paredes - aman...", "Colleges - Goog...", "Administrator's ...", "JR EX", "Naviance colleg...", and "COLLEGE PLAN..."), and the system clock showing 10:51 AM.

# After the Acceptance

- Attend Accepted Students Day (optional)  
Complete the FAFSA with your parents

**[www.fafsa.ed.gov](http://www.fafsa.ed.gov)**

**Deadline is March 1<sup>st</sup>.**

- Review Financial Aid Package(s)
- Send deposit to the school you wish to attend.
- Update the school you will attend on Naviance
- Once deposit is sent, the college will send you information about orientation, selecting a roommate, dorm, etc.
- Start packing your bags!!!