

A person is shown from the chest down, wearing a light blue shirt. They are holding a silver smartphone in their right hand and a laptop in front of them. The laptop keyboard is visible. A teal semi-transparent banner is overlaid across the middle of the image, containing white text. The background is a warm, slightly blurred indoor setting.

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?

Early next school year

HOW?

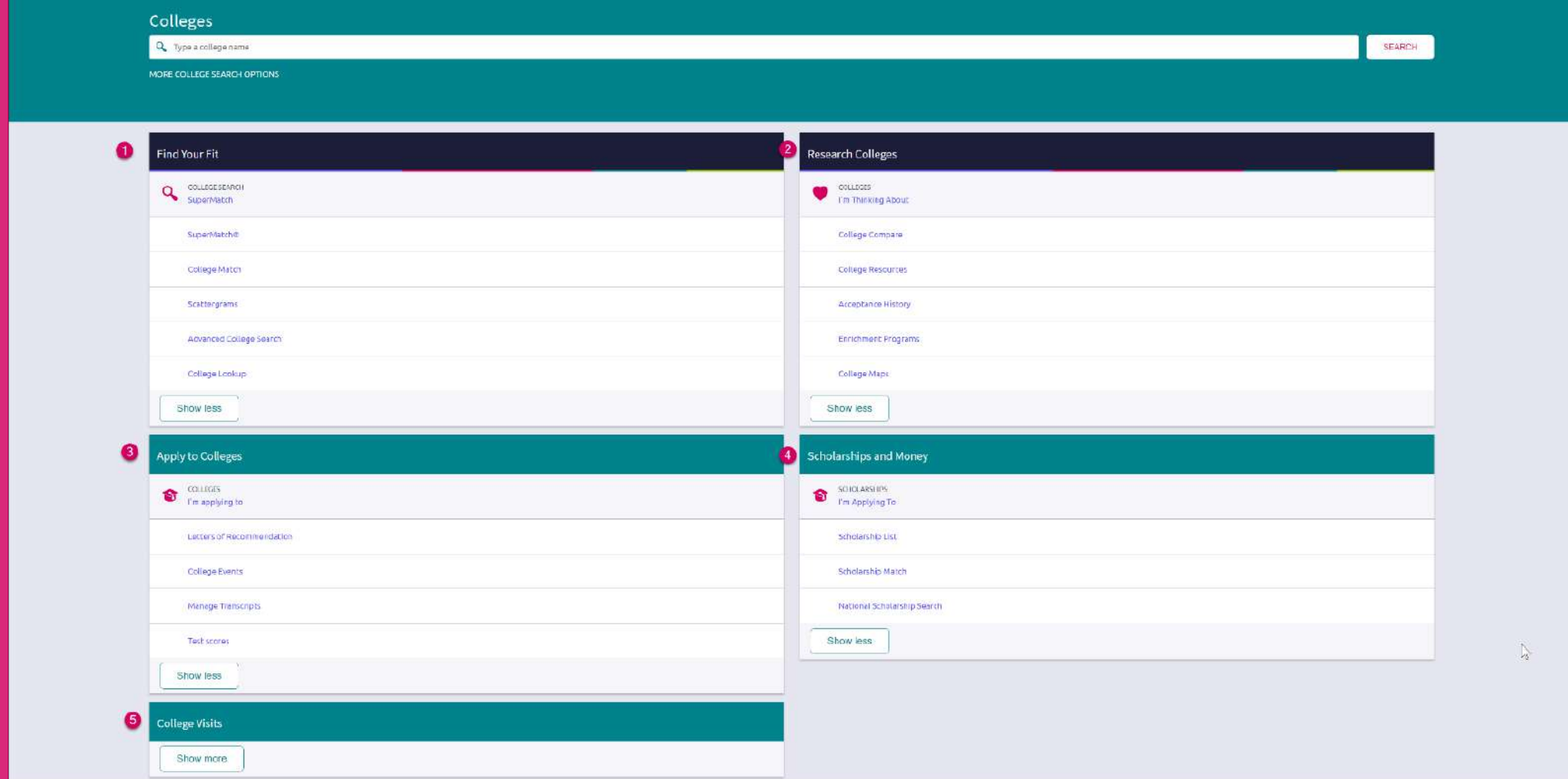
This presentation will provide you the steps on how to request these documents and track your applications using **Naviance Student**

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.

New and Improved SuperMatch

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

The screenshot shows the SuperMatch College Search interface. At the top, there's a navigation bar with 'SuperMatch College Search' and 'About SuperMatch'. Below it is a 'Choose Fit Criteria' section with tabs for Location, Academics, Admission, Diversity, Institution Characteristics, Cost, Student Life, Athletics, and Resources. The 'Your Fit Criteria' section shows 5 selected criteria, with 'Must Have' and 'Nice to Have' boxes. The 'Your Results' section displays a table of search results for Western New England University, including a 100% fit score, coed status, tuition and fees, and admission info. Callouts highlight the 'Why?' button, the 'PINNED' button, and the 'Pinned' count in the bottom navigation bar.

SuperMatch College Search About SuperMatch ?

Choose Fit Criteria Location Academics Admission Diversity Institution Characteristics Cost Student Life Athletics Resources

Your Fit Criteria Saved Searches Choose one Save Search Start Over

5 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 [7] Major [1]
Campus Surroundings [1]

Nice to Have
Internships and Co-ops Offers Study Abroad

Your Results Your results include 15 institutions with a fit score of 90% or ab

| | Fit Score i | | Cost v | Admission Info v |
|---|----------------------------------|---|---|--|
| Western New England University Springfield, MA, Small City 4 year, Private nonprofit PINNED FAVORITE | 100% Why? | Coed % Male/Female 55-45 Out of State 49% Minorities 18% | Tuition & Fees \$31,730 Room & Board \$12,894 | Acceptance Rate 80% Accepts Common App App Fee \$40 Test Optional |

Search by Col 1 PINNED THINKING ABOUT 0 APPLYING TO 0

See WHY a College got a Certain Fit Score.

Pin and Favorite Colleges of Interest

Compare your Pinned Colleges

College Match

ActiveMatch helps students discover colleges that are interested in students like them based on specific features.

The screenshot shows the 'College Match' interface with a search bar and three tabs: 'Colleges Looking For Students Like You', 'Colleges Other Students Like', and 'Colleges That Have Accepted Students Like You'. The main content area displays a grid of college cards, each with a name, location, a 'Favorite' button, and a list of colleges that fit the user's interests. Four callout boxes provide context for the categories:

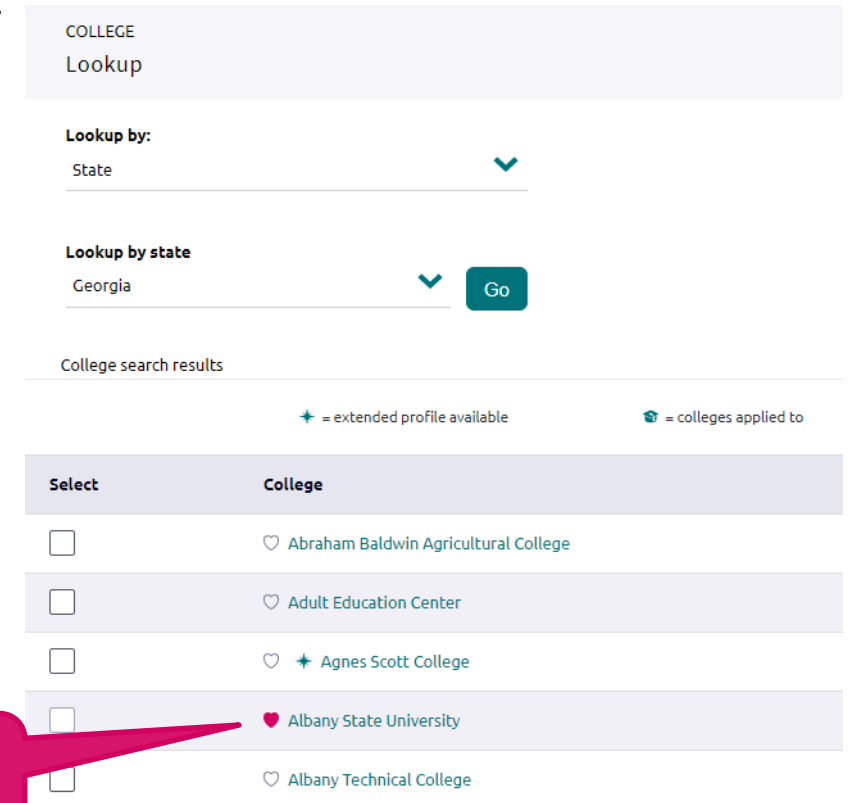
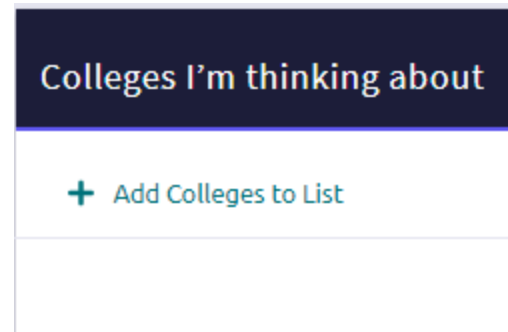
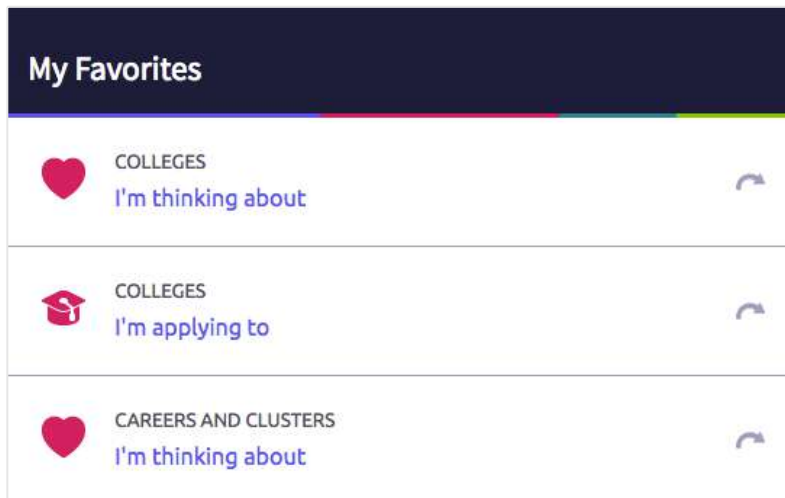
- Colleges Interested in Students with the Same Criteria:** Points to the 'Colleges Looking For Students Like You' tab.
- Colleges that other students who applied to your school, also applied here:** Points to the 'Colleges Other Students Like' tab.
- Recommended Colleges Based on GPA and Test Scores:** Points to the 'Colleges That Have Accepted Students Like You' tab.
- Favorite Colleges of Interest:** Points to the 'Favorite' button on the Saint Louis University card.

| College Name | Location | Colleges it fits interest in |
|---|-------------------------|--|
| Oregon | | Purdue University-Main Campus |
| DePauw University | Greencastle, IN | Purdue University-Main Campus, Ball State University |
| Manover College | Manover, IN | Ball State University |
| Marian University - Indianapolis | Indianapolis, IN | Ball State University |
| United States Naval Academy | Annapolis, MD | Purdue University-Main Campus |
| Indiana University - Purdue University Indianapolis | Indianapolis, IN | Purdue University-Main Campus |
| Saint Louis University | Saint Louis, MO | Purdue University-Main Campus, University of Chicago |
| Bard College | Annandale-On-Hudson, NY | Purdue University-Main Campus |
| Milwaukee School of Engineering | Milwaukee, WI | Purdue University-Main Campus |
| Syracuse University | Syracuse, NY | Purdue University-Main Campus |
| Clemson University | Clemson, SC | Purdue University-Main Campus |
| Holy Cross College | Notre Dame, IN | University of Notre Dame |

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

Student College Application Flow

Match Common App account to Naviance Student



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

Track status of requested transcripts and recommendations

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

Request teacher recommendation letters via Naviance Student

Common App: Matching Account in Naviance

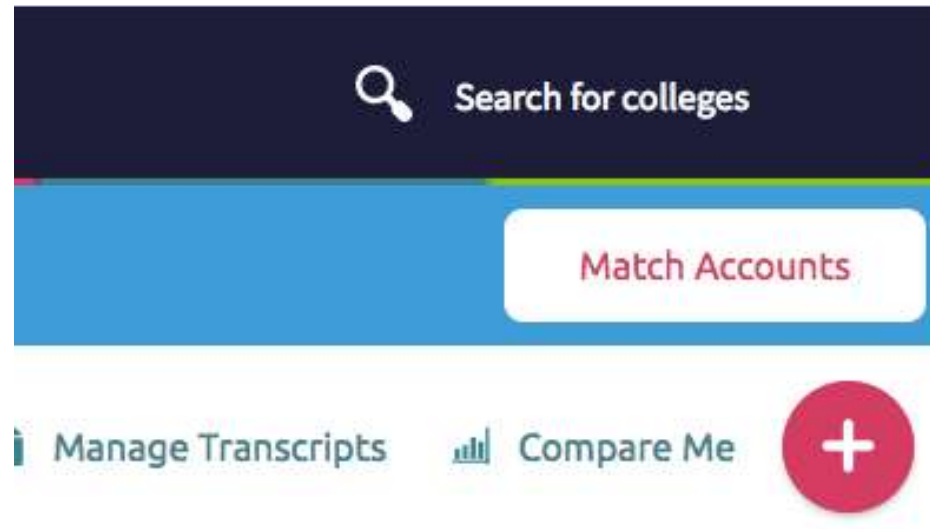
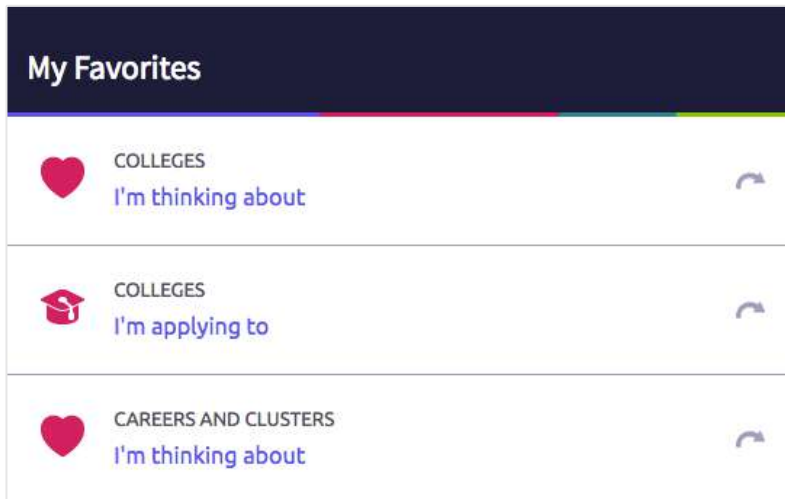
Students should follow the steps in [this video](#) to learn how to match their Common App Account in Naviance.

1. Go to **Colleges I'm Applying To List**
2. **Select the hot pink bar to Match Accounts**
3. **Enter login for Common App account**
4. **Check to agree to the terms**
5. 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

Adding Colleges to your Application List

To add colleges to your application list, you will:

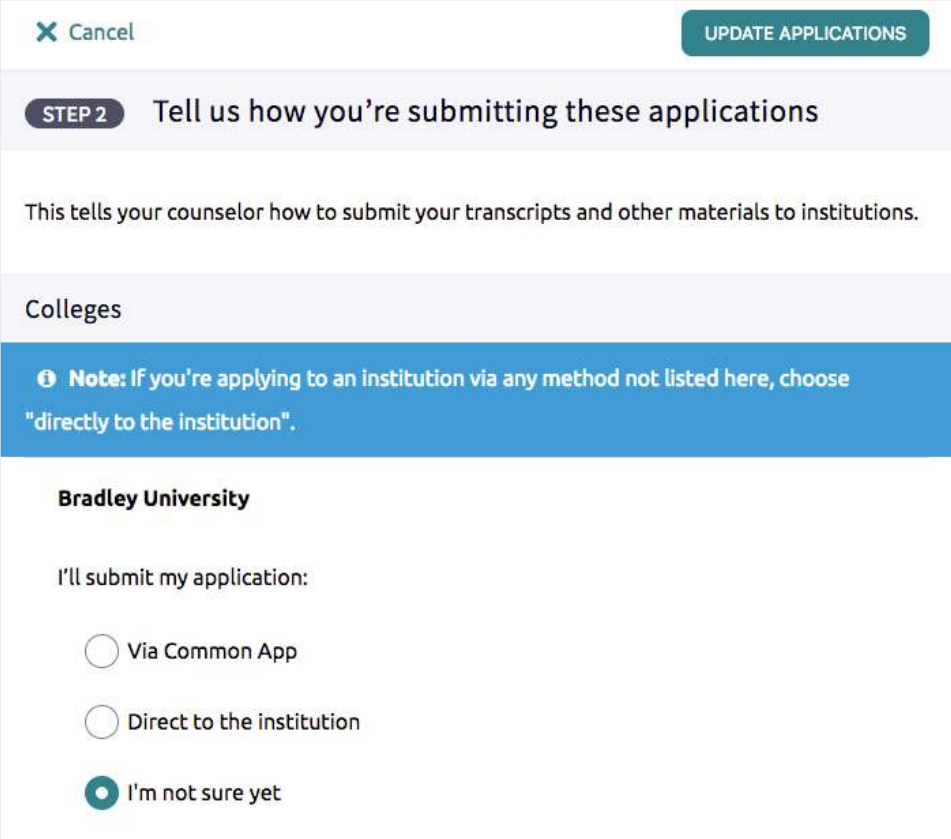
1. From the home page, click on Colleges I'm Applying to
2. Click **Pink** circle with the plus sign
3. Search for the first college you are applying to
4. Update your decision type and how you'll apply
5. Add and request initial transcript



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.



The screenshot shows a web interface for updating application information. At the top left is a "Cancel" button with an 'X' icon. At the top right is a green "UPDATE APPLICATIONS" button. Below this is a header for "STEP 2 Tell us how you're submitting these applications". A descriptive text line reads: "This tells your counselor how to submit your transcripts and other materials to institutions." Underneath is a section titled "Colleges". A blue informational banner contains the text: "Note: If you're applying to an institution via any method not listed here, choose 'directly to the institution'." Below this, the college "Bradley University" is listed. Under the college name, the text "I'll submit my application:" is followed by three radio button options: "Via Common App", "Direct to the institution", and "I'm not sure yet". The "I'm not sure yet" option is currently selected, indicated by a filled green circle.

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.

Naviance | Student

Cancel Add New College Application

STEP 1 Add Application STEP 2 Request Transcript

Which college are you applying to?
Australasian Maritime Institute

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

App type
Regular Decision

I'll submit my application
Direct to the institution

I've submitted my application

Add Application ADD AND REQUEST TRANSCRIPT

Naviance | Student

Home Courses Colleges Careers About Me My Planner

Colleges I'm applying to Search for colleges

Manage Transcripts Application Milestones Compare Me +

+ = extended profile available + REQUEST TRANSCRIPTS REMOVE

| Type | Deadline | Expected Difficulty* | Transcripts | Office materials | Submission Type | Application |
|------------------|------------------------|----------------------|-------------|-----------------------------|-----------------|-------------------|
| University | RD Regular Decision 15 | N/A | requested | Pending | ? | Unknown EDIT MORE |
| University | RD Regular Decision 15 | N/A | requested | Pending | ? | Unknown EDIT MORE |
| College e County | RD Regular Decision | N/A | requested | Initial materials submitted | ? | Unknown EDIT MORE |

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

Request Letters of Recommendation

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


Cancel

Submit 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:

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**

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

| | College | Type | Deadline | Expected Difficulty* | Transcripts | Office materials | Submission Type | Application |
|--------------------------|-----------------------|------|--------------------------|----------------------|-------------|------------------|-----------------|---|
| <input type="checkbox"/> | of Central Florida | RD | regular Decision | N/A | requested | Pending | | Submitted EDIT MORE |
| <input type="checkbox"/> | Docufide Demo College | RD | Regular April Decision 1 | N/A | final sent | Final submitted | | Accepted EDIT MORE |

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

| Deadline | Recommender(s) | Status | Cancel Request |
|------------------|----------------|--------------------|--------------------------|
| See applications | Genevieve T | Recommended | <input type="checkbox"/> |
| Apr 01 2018 | Genevieve T | Requested | <input type="checkbox"/> |

Recommendation Statuses:

- Requested:** Student has requested a letter of recommendation
- In Progress:** Teacher has written the letter of recommendation
- Submitted:** High school faculty member has sent the letter of recommendation to designated college(s)
- Cancelled:** Either the student, teacher, or counselor has cancelled the request

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

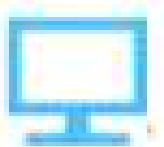
| College | Type | Deadline | Expected Difficulty* | Transcripts | Office materials | Submission Type | Application |
|--|------|------------------|----------------------|-------------|------------------|-----------------|----------------|
| <input type="checkbox"/> University of Alabama at Birmingham (UAB) | RD | Regular Decision | N/A | no request | Pending | | Unknown EDIT |

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

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

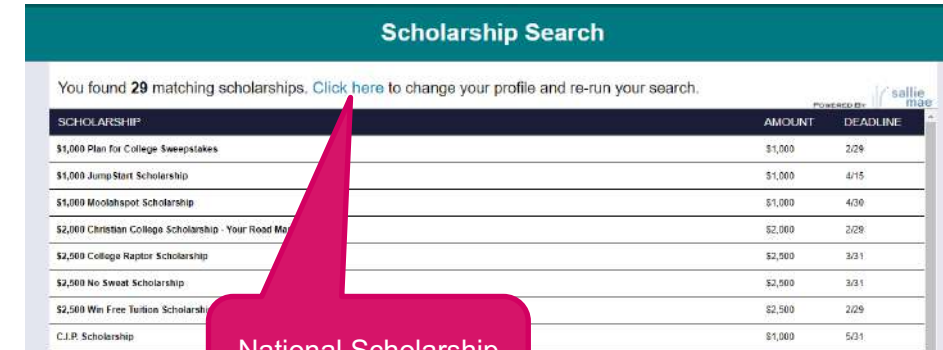


Common App Mail only: documents prepared but not sent through eDocs

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.

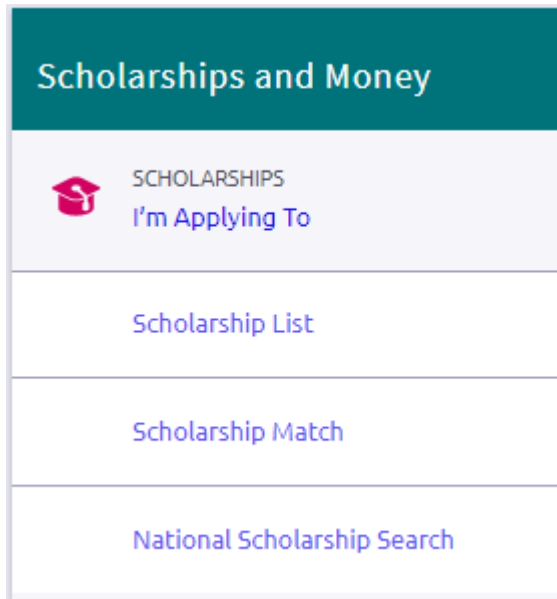


Scholarship Search

You found 29 matching scholarships. [Click here](#) to change your profile and re-run your search.

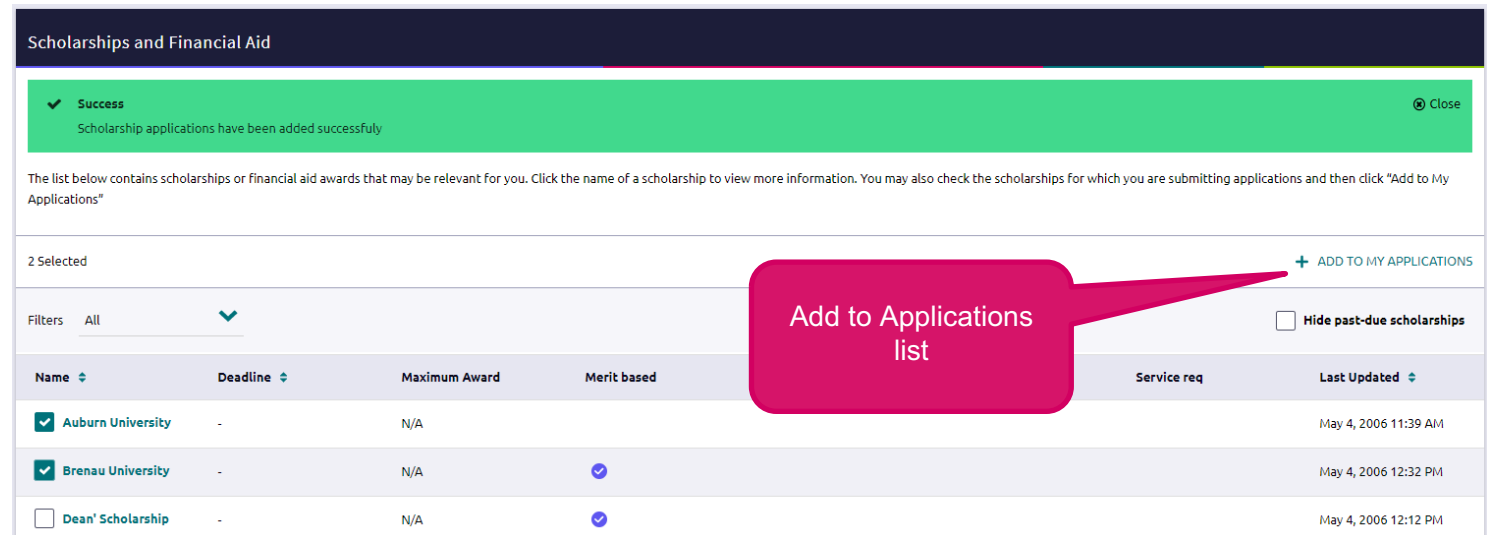
| SCHOLARSHIP | AMOUNT | DEADLINE |
|--|---------|----------|
| \$1,000 Plan for College Sweepstakes | \$1,000 | 2/24 |
| \$1,000 JumpStart Scholarship | \$1,000 | 4/15 |
| \$1,000 Moolahspot Scholarship | \$1,000 | 4/30 |
| \$2,000 Christian College Scholarship - Your Road Ma | \$2,000 | 2/28 |
| \$2,500 College Raptor Scholarship | \$2,500 | 3/31 |
| \$2,500 No Sweat Scholarship | \$2,500 | 3/31 |
| \$2,500 Win Free Tuition Scholarship | \$2,500 | 2/29 |
| C.J.P. Scholarship | \$1,000 | 5/31 |

National Scholarship Search



Scholarships and Money

- SCHOLARSHIPS I'm Applying To
- Scholarship List
- Scholarship Match
- National Scholarship Search



Scholarships and Financial Aid

Success
Scholarship applications have been added successfully

The list below contains scholarships or financial aid awards that may be relevant for you. Click the name of a scholarship to view more information. You may also check the scholarships for which you are submitting applications and then click "Add to My Applications"

2 Selected

Filters All

+ ADD TO MY APPLICATIONS

Hide past-due scholarships

| Name | Deadline | Maximum Award | Merit based | Service req | Last Updated |
|---|----------|---------------|-------------------------------------|-------------|----------------------|
| <input checked="" type="checkbox"/> Auburn University | - | N/A | | | May 4, 2006 11:39 AM |
| <input checked="" type="checkbox"/> Brenau University | - | N/A | <input checked="" type="checkbox"/> | | May 4, 2006 12:32 PM |
| <input type="checkbox"/> Dean' Scholarship | - | N/A | <input checked="" type="checkbox"/> | | May 4, 2006 12:12 PM |

Add to Applications list

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!