- **How do I make sure that my teacher recommenders are aligned with the colleges I want them to send a letter of recommendation to?** In the Teacher Recommendation section of Naviance, click "add new request." You will then be asked 1. Who would you like to write this recommendation? Select a teacher from the drop-down menu. 2. Select which college this request is for: ALWAYS SELECT THE FIRST OPTION "choose specific colleges from your colleges I'm applying to list." Doing so will allow you to see how many letters are required and allowed for each college, so you can prioritize which letters you want sent where.

- **How will my recommenders (teachers and counselor) know I'm applying early action/early decision? How will they know what my deadline is?** Notify your teachers and counselor by 10/1 that you are applying early. You must also report your application type (early action/early decision/regular decision) in Naviance; your application deadline will then be visible to your counselor and teachers that you request as recommenders.

- **I am applying through the Common Application and would like an outside recommender to submit a letter on my behalf. Since outside recommenders (former teachers, employers, coaches, etc.) do not have access to Naviance for Las Lomas, how will they submit my letter to a Common Application college?** You will need to load your recommender's information into the Recommender section in your Common Application. You must report a **personal email** for your recommender—do not put a school/work email! Your recommender will then be notified to create a Common Application account through which s/he will submit the necessary documents on your behalf.

- **How do I know my transcript was sent?** You can check the status of your transcript request through the "Manage Transcripts" link (via the Colleges home page) in Naviance. The date the transcript was sent will be reported in the "mailed" column. Please remember, transcripts must be requested through Naviance and paid for through the LL web store before they are processed and sent.

  For Common Applications colleges, a transcript is required by the application deadline. The transcript is sent as part of the Secondary School Report (which includes a counselor letter of recommendation). Expect it to take several weeks, after requested, for the Secondary School Report/transcript to be completed and submitted to colleges.

- **How do I enter Government and Economics (either regular or AP) into my UC application?** US Government is listed in the History/Social Science section and Economics is listed in the College Prep Elective section. Enter the course that you are currently enrolled in as "in progress" and leave the spring semester blank. Enter the course you will be enrolled in spring semester as "planned" and leave the fall semester blank.

- **How do I enter Government and Economics (either regular or AP) into my CSU application?** When entering Economics or US Government, enter each on a separate line. Enter the course that you are currently enrolled in as "in progress" and leave the spring semester blank. Enter the course you will be enrolled in spring semester as "planned" and leave the fall semester blank.

- **How do I report all the colleges I'm applying to if there is not enough space the Senior Checklist?** Please remember it is recommended that students apply to no more than 10 colleges. If you are applying to more than 10 colleges, please use the Modified Checklist (available on the LL Counseling Website) to list the additional colleges, and staple the Senior Checklist and Modified Checklist together prior to turning in.

- **What if my GPA and SAT/ACT scores are not accurate in Naviance?** GPA and test scores are updated in Naviance twice a year (after first semester grades are reported and after second semester grades are reported). Naviance is only able to report one GPA—the academic (9-12) unweighted GPA. Colleges do not have access to the GPA and/or test scores reported in Naviance. These scores are listed in Naviance for the sole purpose of being able to see where you stand with regards to admissions statistics.

- **How do I send my SAT scores to colleges?** An official score report must be ordered through your College Board account (www.collegeboard.org). For UCs, request your score report be sent to one UC and it will be shared with all other UC campuses you apply to. For CSUs, request your SAT score report be sent to Cal State Apply (code #3594). Cal State Apply will then share your scores with all other CSU campuses you apply to. Be sure to report your College Board ID number on your UC and CSU applications.

- **How do I send my ACT scores to colleges?** An official score report must be ordered through your ACT account (www.actstudent.org). For UCs, request your ACT score report be sent to one UC campus and it will be shared with all other UC campuses you apply to. For CSUs, request your ACT score report be sent to one CSU campus and it will be shared with all other CSU campuses. Be sure to report your ACT ID number on your UC and CSU applications.

- **If I have taken a course at a community college, how do I report that on my application?** You will need to list the course as a college course taken at the specific community college, indicating the grade and units earned. If the college you are applying to requests your transcripts, you will need to not only request a transcript from Las Lomas, but also request a transcript from the community college to be sent directly to the college/s you are applying to.

- **Will the grade I received in a community college course change my GPA?** While we report only your high school GPA, some colleges will calculate your GPA to include courses taken from community college.

- **How do I apply for a fee waiver for a college application?** Please see Ms. Fuller in the College/Career Center for more information.

- **What is the Coalition Application?** The Coalition Application is an application, designed for under-represented students, used by approximately 100 colleges. The Coalition Application is open to students beginning in 9th grade and has a "virtual locker" feature for where portfolio material can be stored. For more information, visit the website: www.coalitionforcollegeaccess.org/.