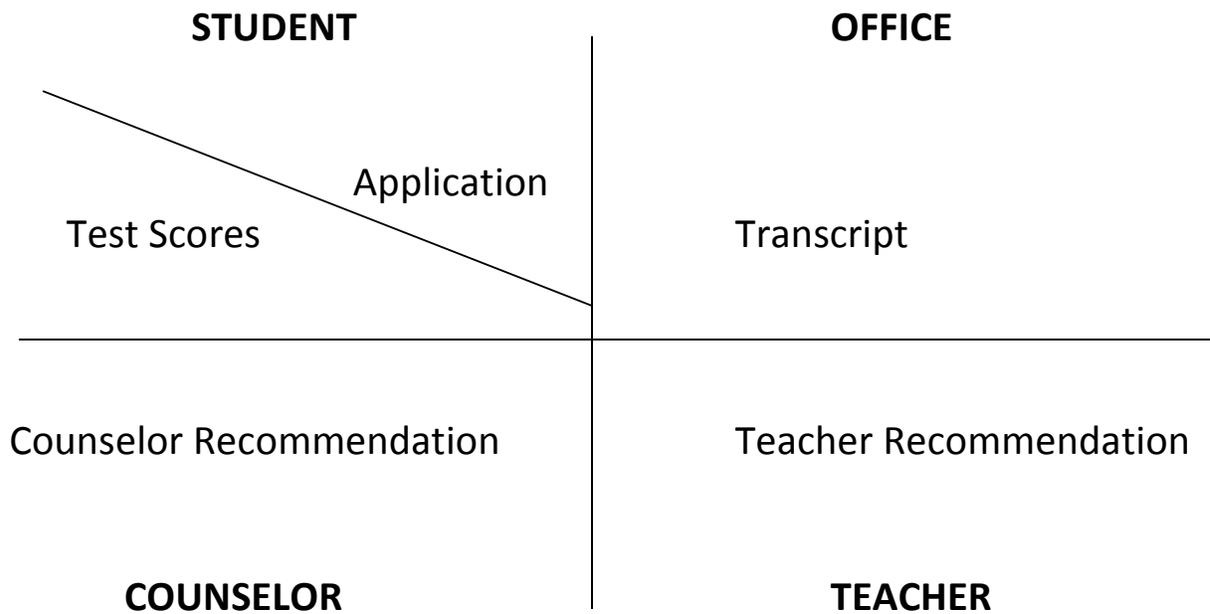# NAVIANCE DIRECTIONS/APPLICATION PROCESS DIRECTIONS

The Application Process: In order to apply, you need to gather the following information listed below. **PLEASE NOTE: While the list below designates responsibility to various individuals other than the student, it is the student's responsibility to ensure that all work begins and is complete and submitted to the college or university.**

WHOSE JOB IS IT ANYWAY?

| STUDENT	OFFICE
Application	
Test Scores	Transcript
Counselor Recommendation	Teacher Recommendation
COUNSELOR	**TEACHER**

STUDENT RESPONSIBILTIES: Application and Test Scores

1. Application: Access the application via the college admissions website or through the common application. (www.commonapp.org), There are currently over 500 colleges and universities that accept the common app.
2. Test Scores: Students need to send the scores directly from the testing agency to their colleges. ACT (www.act.org), SAT (www.collegeboard.org). ACT sends scores by TEST DATE, and the SAT sends the ENTIRE TESTING HISTORY (SAT and SAT II) unless you enroll in SCORE CHOICE.

NAVIANCE—The following tasks must FIRST be complete in order to move forward with the process of applying to colleges.

1. SIGN the FERPA Waiver
2. Enter in your USER NAME and PASSWORD for common app (if applicable)

Click on **Colleges**

Click on
Colleges I'm Applying To
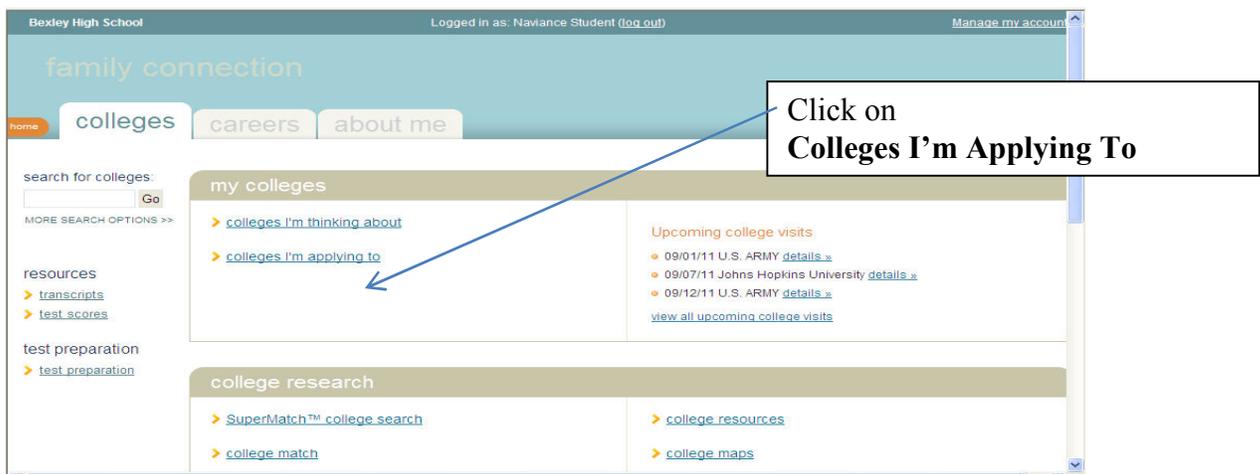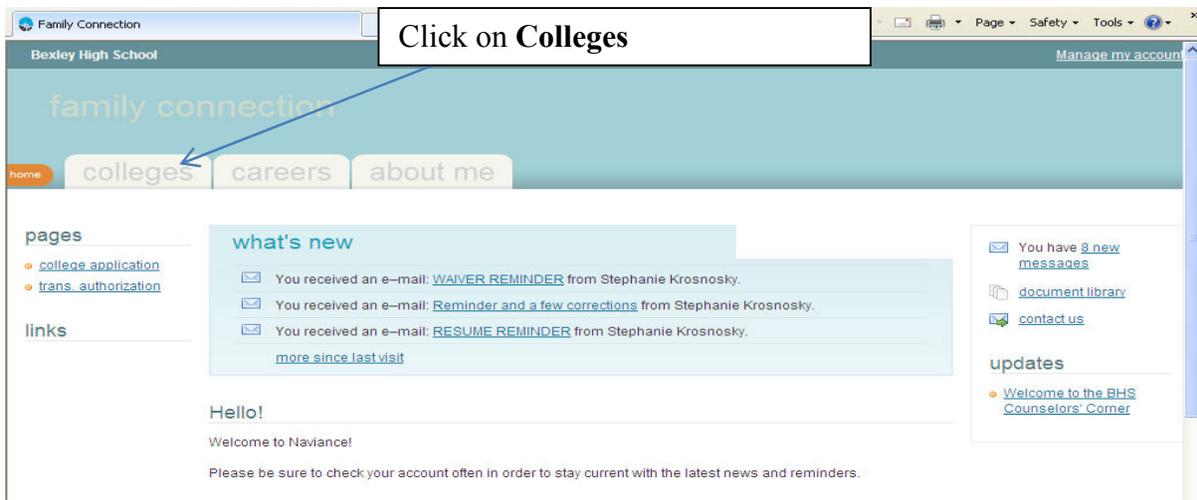
Read and sign FERPA Waiver, choosing either YES or NO and checking the box.

Once you register with the common app (IF you are applying to a common app college), fill in your common app user name and password so Naviance can match you with your common app account. **THIS IS VERY IMPORTANT!**

TRANSCRIPT REQUESTS:

Colleges request that you submit an academic transcript to their college/university. To do this, fill out the BLUE transcript request form. (see attached)

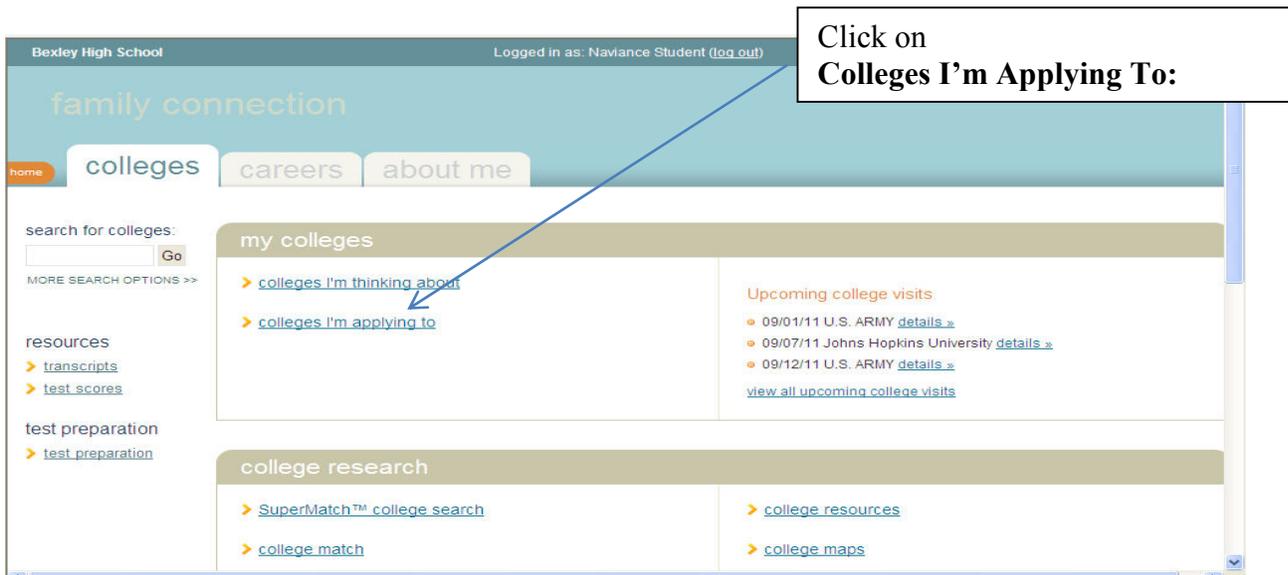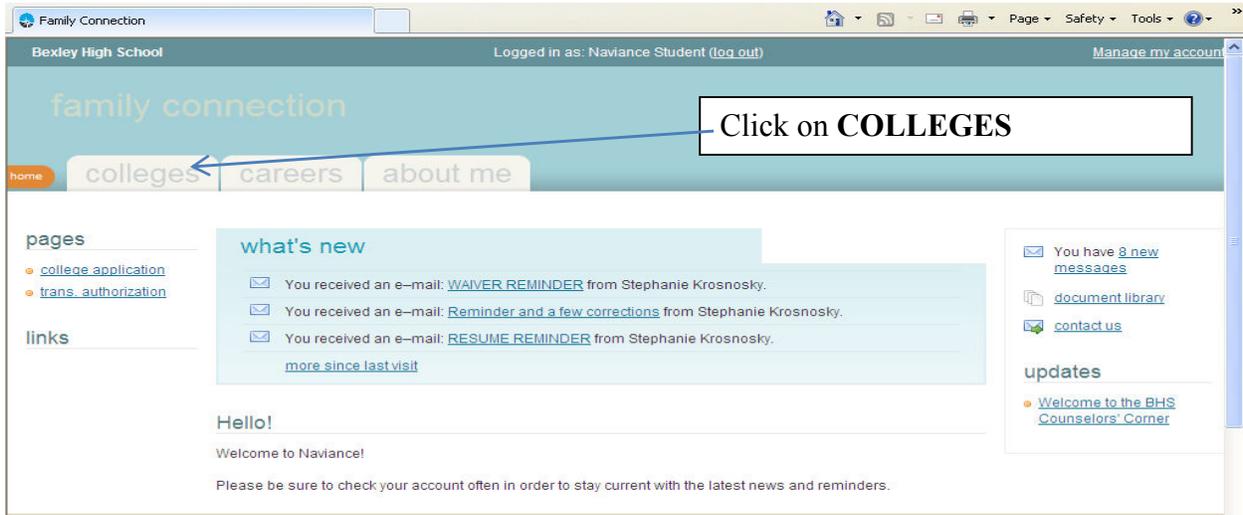Please be sure that the following are included on your form:

1. The NAME of the college to which you are applying (in the address bar)
2. The DEADLINE that you will be submitting your application. (There is a line on the middle of the form for this information.)

**WITHOUT THIS TRANSCRIPT REQUEST, WE DO NOT KNOW WHERE YOU ARE APPLYING TO COLLEGE!!!

TEACHER RECOMMENDATION REQUESTS:

These requests are completed FIRST on Naviance and then followed-up in PERSON!

Click on **COLLEGES**

Click on
Colleges I'm Applying To:

Click on **ADD/CANCEL REQUESTS**

Select a teacher from the drop down menu.

Write a note to the teacher asking for a teacher recommendation for college applications.

college visits

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

resources

(select teacher)
Sarah Almos
Sarah Almos
B Baugh
A Blosser
B Brendle
A Brown
T Chrysler
A Corn
S Crandall
M Featherstone
A Fleming
J Flores
Michelle Frenz
L Gatterdam
Lisa Gatterdam
D Gustin
Kara Hardesty
G Harvie
J Hayes
M Hayman
Chad Hemmelgarn
S Higgins
J Horger
C Jacobs
W Jarrell
A Johnson
J Jones
M Kane
C Kramer
(select teacher)

Personal note to teacher (optional)

Click on UPDATE REQUESTS— this will EMAIL the teacher.

- applications
- national scholarship search

resources

- transcripts
- test scores

test preparation

- test preparation

(select teacher)

[Cancel] [Update Requests]

Bexley High School
326 S Cassingham Road
Bexley OH 43209-189
p: (614) 231-459

The next step is to SPEAK with your teacher in person and refer them to your journal tab which should include:

1. Green Sheet
2. Resume/Activity List
3. Pink Sheet

*All of these sheets can be found in the College Counseling Office.
**Remember to give teachers 3-4 weeks to complete your recommendation letters!

<u>COUNSELOR RECOMMENDATION:</u>
Colleges typically require me to fill out a recommendation form/secondary school report form to accompany your transcript to verify credits, etc. Many schools ALSO require me to write a written evaluation. Please see me to set up a time to discuss your written evaluation from me. Again, I need approximately 3-4 weeks to complete your letter.