

# **THE COLLEGE APPLICATION PROCESS AND NAVIANCE**

Winters Mill High School

Summer 2020

School Counseling Department

# OBJECTIVES/OVERVIEW

- Senior Year
  - Graduation Requirements
  - Senior Meeting
- Develop skills to utilize Naviance for college application process
- College Search – Naviance
- Admission Tests
- Applications/Transcripts/LOR – Naviance

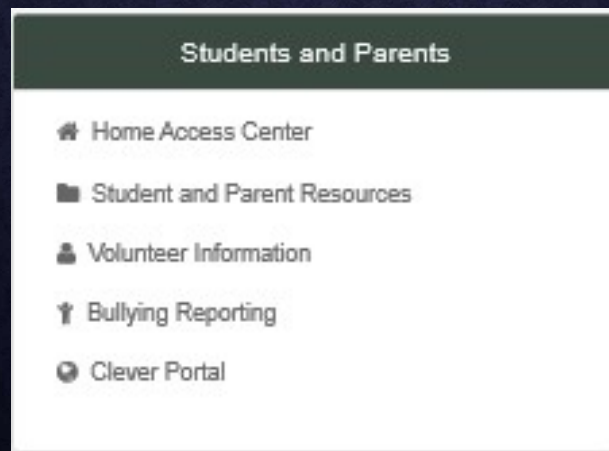
# GRADUATION REQUIREMENTS

- Total of 25 credits
  - 4 credits must be earned after the completion of grade 11
  - Required courses – work with school counselor to ensure these are scheduled
- 75 Service Learning Hours
  - 55 hours required by end of junior year to receive senior status requirement waived this year
- Meet testing requirements
- Please use the Sign-Up Genius link that has been emailed to schedule your senior meeting to review the above with your counselor – we will continue these meetings in the fall for those who can't schedule in the summer



# NAVIANCE TOOLS AND EDOCS

- All CCPS students applying to college must use Naviance. All of the college application details will come through Naviance, including the college search.
- Access your account through the Clever Portal using your CCPS Active Directory User Name and Password. Access Clever Portal from the Students and Parents resources on CCPS website – [www.carrollk12.org](http://www.carrollk12.org)

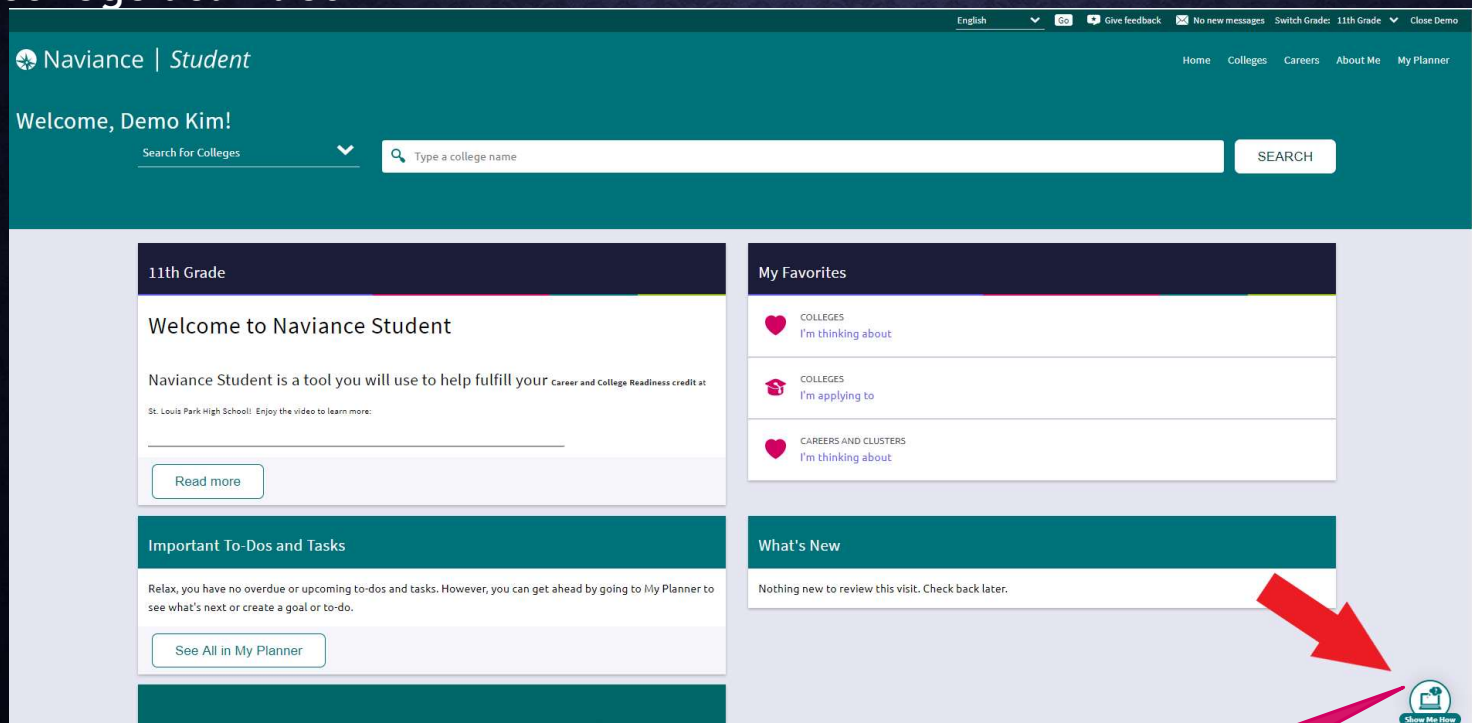


# USING NAVIANCE TO GET READY FOR SENIOR YEAR – WHAT TO EXPECT

WHAT?	WHEN?	HOW?	WHY?
<p>You'll be using <b>Naviance Student</b> to request transcripts from your counselors and letters of recommendation from your teachers for your college applications</p>	<p>Early next school year</p>	<p>This presentation will provide you the steps on how to request these documents and track your applications using <b>Naviance Student</b></p>	<p>Accurately tracking your college applications in <b>Naviance Student</b> will allow the counseling office to send transcripts and your teachers to send letters of recommendation on your behalf.</p> <p>You will also be able to check the status of materials being sent right in your account, which saves you time and stress!</p>

# NAVIANCE – SHOW ME HOW

- This tool provides step-by-step instructions in how to do many of these college activities



Click on the icon to get started



## NAVIANCE COLLEGES PAGES

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.

# THE COLLEGE SEARCH

## Factors to Consider

- Location
  - Distance from home/accessibility
  - Urban vs. Rural vs. Suburban
- Size
  - Small, Mid-Size, Large
  - Average Class Size
- Cost
  - In State vs. Out of State
- Two or Four Year
  - Community vs. University



# COLLEGE SEARCH, CONT.

## Factors to Consider

- Private or Public
  - Cost
  - Affiliations
  - Prestige
- Academics
  - Major Options
  - Academic Match/Selectivity
- Student Life
  - Athletics, Greek Life, Travel Abroad Opportunities, Dining Hall, Housing Amenities, etc.

# NAVIANCE SUPERMATCH

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

The screenshot shows the Naviance SuperMatch College Search interface. At the top, there's a header with "SuperMatch College Search" and "About SuperMatch". Below this is a navigation bar with tabs: "Choose Fit Criteria", "Location", "Academics", "Admission", "Diversity", "Institution Characteristics", "Cost", "Student Life", "Athletics", and "Resources".

The "Your Fit Criteria" section shows 5 selected criteria. It includes a "Must Have" box with "Location [7]", "Major [1]", and "Campus Surroundings [1]", and a "Nice to Have" box with "Internships and Co-ops" and "Offers Study Abroad".

The "Your Results" section shows a list of institutions. The first result is Western New England University, Springfield, MA, Small City, 4 year, Private nonprofit. It has a "PINNED" button and a "FAVORITE" button. The "Fit Score" is 100%, and there's a "Why?" button. The "Cost" section shows Tuition & Fees of \$31,730 and Room & Board of \$12,894. The "Admission Info" section shows an Acceptance Rate of 80%, Common App, App Fee of \$40, and Test Optional.

Three callout boxes highlight specific features:

- Pin and Favorite Colleges of Interest:** Points to the "PINNED" and "FAVORITE" buttons for Western New England University.
- See WHY a College got a Certain Fit Score:** Points to the "Why?" button next to the 100% Fit Score.
- Compare your Pinned Colleges:** Points to the "PINNED" button in the bottom navigation bar.

The bottom navigation bar includes a search bar, a "PINNED" button with a count of 1, a "THINKING ABOUT" button with a count of 0, and an "APPLYING TO" button with a count of 0.

# NAVIANCE COLLEGE MATCH

- Helps students discover colleges that are interested in students like them based on specific features

The screenshot shows the Naviance College Match interface. At the top, there's a search bar labeled "Search for colleges". Below it, there are three tabs: "Colleges Interested in Students Like You", "Colleges Other Students Like You", and "Colleges That Have Accepted Students Like You". The first tab is selected. Below the tabs, there's a section titled "Colleges Interested in Students with the Same Criteria". This section displays a grid of college cards. Each card includes the college name, location, a "Favorite" button, and a list of colleges that fit the student's interests. The callouts point to specific features: "Colleges Interested in Students with the Same Criteria" points to the first tab, "Colleges that other students who applied to your school, also applied here." points to the second tab, "Recommended Colleges Based on GPA and Test Scores" points to the third tab, and "Favorite Colleges of Interest" points to the "Favorite" button on a college card.

College Match

Search for colleges

Colleges Interested in Students Like You | Colleges Other Students Like You | Colleges That Have Accepted Students Like You

Colleges Interested in Students with the Same Criteria

Colleges that other students who applied to your school, also applied here.

Recommended Colleges Based on GPA and Test Scores

Favorite Colleges of Interest

University of Oregon  
Eugene, OR  
Favorite  
Learn how they fit your interest in:  
• Purdue University-Main Campus

DePauw University  
Greencastle, IN  
Favorite  
Learn how they fit your interest in:  
• Purdue University-Main Campus  
• Ball State University

United States Naval Academy  
Annapolis, MD  
Favorite  
Learn how they fit your interest in:  
• Purdue University-Main Campus

Indiana University - Purdue University Indianapolis  
Indianapolis, IN  
Favorite  
Learn how they fit your interest in:  
• Purdue University-Main Campus

Saint Louis University  
Saint Louis, MO  
Favorite  
Learn how they fit your interest in:  
• Purdue University-Main Campus

Bard College  
Annandale-On-Hudson, NY  
Favorite  
Learn how they fit your interest in:  
• Purdue University-Main Campus

Milwaukee School of Engineering  
Milwaukee, WI  
Favorite  
Learn how they fit your interest in:  
• Purdue University-Main Campus

Syracuse University  
Syracuse, NY  
Favorite  
Learn how they fit your interest in:  
• Purdue University-Main Campus

Clemson University  
Clemson, SC  
Favorite  
Learn how they fit your interest in:  
• Purdue University-Main Campus

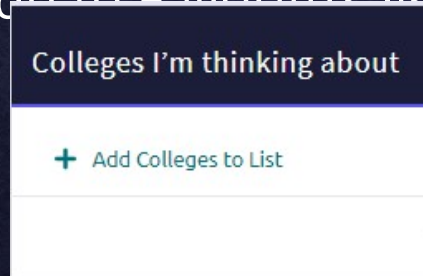
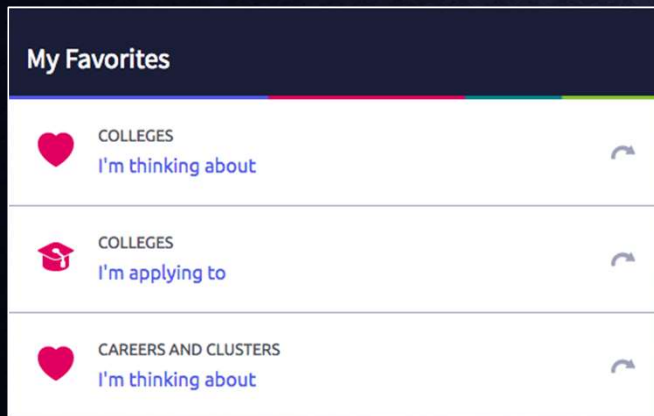
Holy Cross College  
Notre Dame, IN  
Favorite  
Learn how they fit your interest in:  
• University of Notre Dame



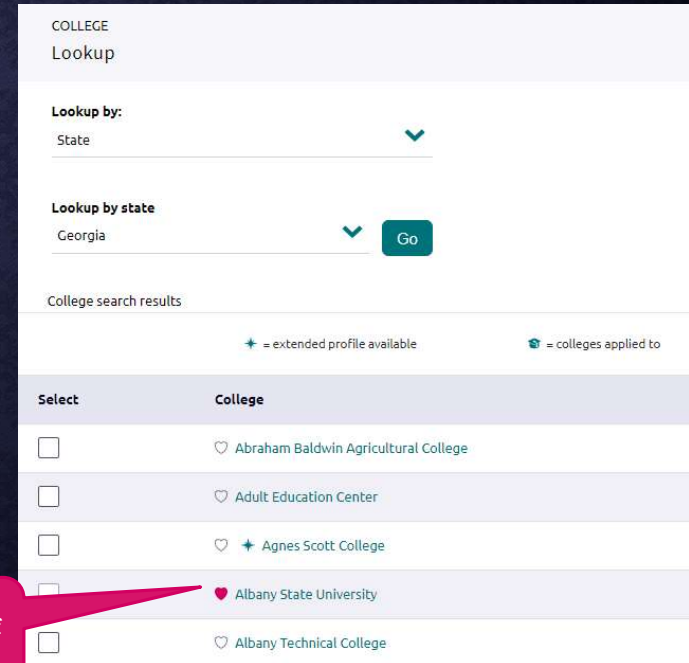
# ADDING COLLEGES TO YOUR FAVORITES LIST

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



# NARROW IT DOWN

## 3 “Reach” Schools

- Pros
- Cons

## 3 “Good Fit” Schools

- Pros
- Cons

## 3 “Likely” Schools

- Pros
- Cons

# CAMPUS VISITS

- When?
  - Now or Late August, Early September
- Format
  - Virtual for most this year
  - Use Naviance and school's websites to see if they offer a virtual tour option



# COLLEGE ADMISSION TESTS

<b>SAT</b> ( <i>Aptitude</i> )	<b>ACT</b> ( <i>Achievement</i> )	<b>Accuplacer/ Placement Test</b>
<b>Reading &amp; Writing</b> (200-800) <b>Math</b> (200-800)  <i>Essay</i> (optional & scored separately) → Total Score Range 400-1600  <b>Subject Tests</b> <ul style="list-style-type: none"> <li>Required by some colleges</li> </ul>	<b>English</b> (1-36) <b>Math</b> (1-36) <b>Reading</b> (1-36) <b>Science</b> (1-36)  <b>Optional Writing Test</b> → Composite (Total) Score 4-36	<b>Reading</b> <b>Writing</b> <b>Math</b>  → Student performance determines placement into remedial or college level courses. → SAT Scores may exempt students from having to take the placement exam.

# SCORES

- Some schools may be waiving testing requirement due to COVID-19
- Sign Up Now – new test dates have been added
- SAT School Day – will take place in October – if we are back in school full time
- Send Before You Test
  - Both tests allow you to choose up to four colleges to send scores to for free before and for a short time after the test date
- Send After You Test – by application deadline
  - For a fee
- <http://www.act.org/>
- <https://www.collegeboard.org/>
- Study for SAT – [khanacademy.org](https://www.khanacademy.org)

# APPLICATIONS

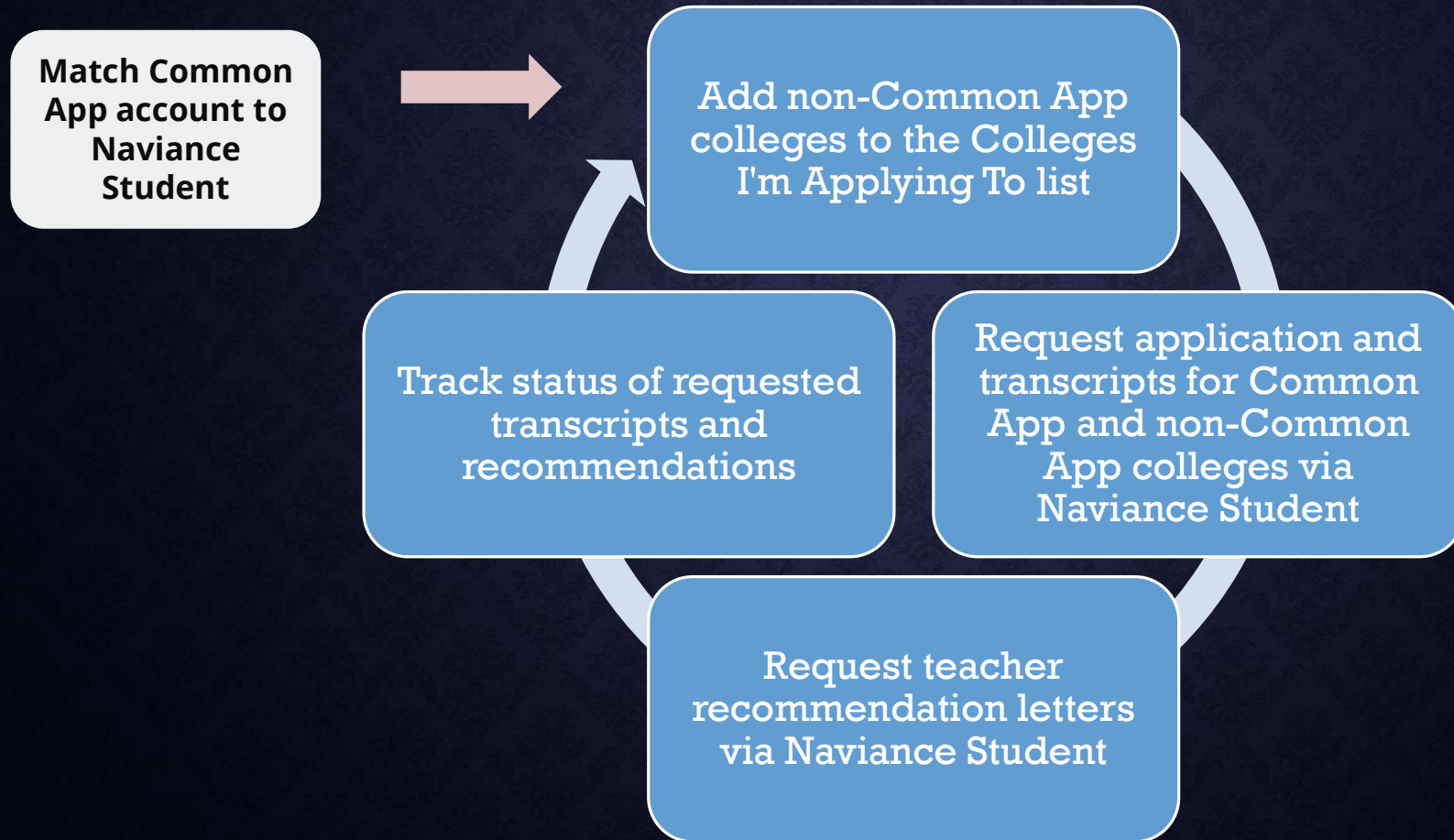
<u>Rolling Admission</u>	<u>Early ACTION</u>	<u>Early DECISION</u>	<u>Regular Decision</u>
<ul style="list-style-type: none"><li>• No deadline.</li><li>• Applications are accepted until class is filled.</li></ul>	<ul style="list-style-type: none"><li>• Apply with the first wave of applicants.</li><li>• Selecting to find out acceptance offer early.</li><li>• Also referred to as "Priority Deadline"</li><li>• Mostly November and December.</li></ul>	<ul style="list-style-type: none"><li>• Binding decision</li><li>• Committing to going to that school if accepted</li><li>• Only apply to one school early decision</li><li>• <b><u>Not used frequently</u></b></li><li>• Does NOT improve chances of acceptance</li></ul>	<ul style="list-style-type: none"><li>• Final Deadline</li><li>• November through January</li></ul>



# APPLICATIONS

- College will have their own application or they may use Common Application or Coalition – most are completed online but paper applications are available
- Your Common App account will be linked to your Naviance account
- Start early – most are available in August
- Get organized
- Student is responsible for making sure application is complete

# STUDENT COLLEGE APPLICATION FLOW



# CREATING COMMON APP ACCOUNT AND SIGNING FERPA WAIVER

- Follow the steps in the linked video to learn how to set up your Common App account and how to sign the FERPA release waiver.

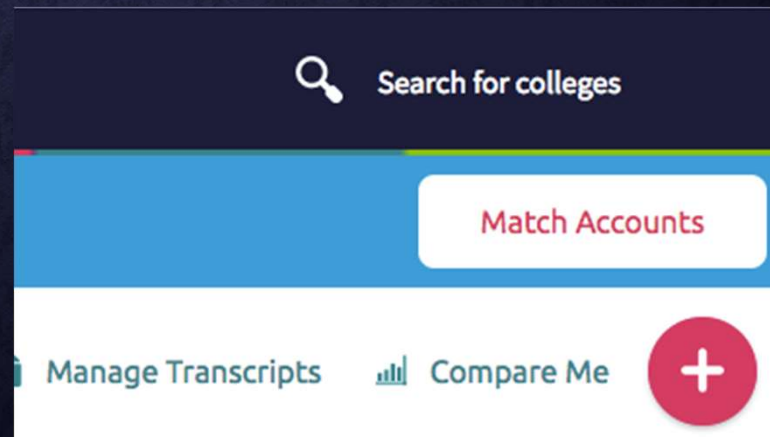
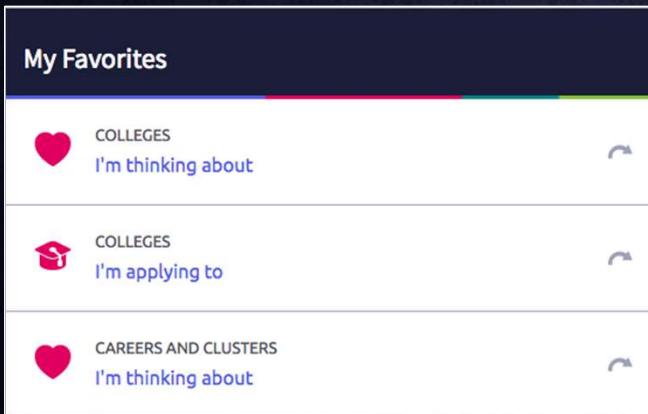
## Common App Matching Video

1. Go to **Colleges I'm Applying To List**
2. **Select the hot pink bar to Match Accounts**
3. **Enter the email address** used for the Common App account
4. **Confirm that the birthdate is correct**
5. **Select Match Accounts**
6. 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, CONTINUED

- 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 your materials.
- If you are NOT applying to the college via Common App, select the “directly to the institution” option.

The screenshot shows a mobile application interface for updating application submission methods. At the top, there is a 'Cancel' button with an 'X' icon and an 'UPDATE APPLICATIONS' button. Below this is a header for 'STEP 2 Tell us how you're submitting these applications'. A descriptive text states: 'This tells your counselor how to submit your transcripts and other materials to institutions.' Under the heading 'Colleges', 'Bradley University' is listed. A blue note box 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 question '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 green dot.

# TRANSCRIPT REQUEST

- In order to access a college 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.

The screenshot shows the Naviance Student interface. At the top, there's a teal header with the Naviance logo and 'Student' text. Below the header, there's a navigation bar with links: Home, Courses, Colleges (highlighted), Careers, About Me, and My Planner. The main content area is titled 'Colleges I'm applying to' and features a search bar. Below the search bar, there are links for 'Manage Transcripts', 'Application Milestones', and 'Compare Me'. A red box highlights a pink '+' button in the top right corner. Below this, there's a table with columns: Type, Deadline, Expected Difficulty\*, Transcripts, Office materials, Submission Type, and Application. The table contains three rows of data. A red box highlights a '+ REQUEST TRANSCRIPTS' button and a 'REMOVE' button in the top right of the table area.

Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application
RD	Regular Decision January 15	N/A	requested	Pending	?	Unknown <span>EDIT</span> <span>MORE</span>
RD	Regular Decision January 15	N/A	requested	Pending	?	Unknown <span>EDIT</span> <span>MORE</span>
RD	Regular Decision	N/A	requested	Initial materials submitted	?	Unknown <span>EDIT</span> <span>MORE</span>

Option 2: The Request Transcripts option allows you to request a transcript for any of the colleges on your list. **The first 3 transcripts are free, the rest are \$2 each.**

The screenshot shows the 'Add New College Application' form in the Naviance Student interface. The form has a teal header with the Naviance logo and 'Student' text. Below the header, there's a navigation bar with links: Home, Courses, Colleges (highlighted), Careers, About Me, and My Planner. The main content area is titled 'Add New College Application' and features a search bar. Below the search bar, there are links for 'Manage Transcripts', 'Application Milestones', and 'Compare Me'. A red box highlights a pink '+' button in the top right corner. Below this, there's a table with columns: Type, Deadline, Expected Difficulty\*, Transcripts, Office materials, Submission Type, and Application. The table contains three rows of data. A red box highlights a '+ REQUEST TRANSCRIPTS' button and a 'REMOVE' button in the top right of the table area.

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



# LETTERS OF RECOMMENDATION

- Person who has background knowledge of your academic ability – ideally a teacher
- Teachers need at least two weeks notice to submit letter
- Ask them prior to sending a Naviance request
- Credential Sheet – available on WMHS counseling website and in Naviance – fill out and email to counselor and anyone else who you are requesting a letter from
- Waiving your right to view letter is ideal

# REQUEST LETTER IN NAVIANCE

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 PROGRESS 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	<b>Recommendation Statuses:</b> <ul style="list-style-type: none"> <li> <b>Requested:</b> Student has requested a letter of recommendation</li> <li> <b>In Progress:</b> Teacher has written the letter of recommendation</li> <li> <b>Submitted:</b> High school faculty member has sent the letter of recommendation to designated college(s)</li> <li> <b>Cancelled:</b> Either the student, teacher, or counselor has cancelled the request</li> </ul>	
Apr 01 2018	Genevieve T		
			Add Request



# CHECK TRANSCRIPT REQUEST STATUS

How do I know if my transcript has been sent?

Watch the Transcript Request column to determine when the transcript has been sent

How do I request more transcripts?  
**Select** Request Transcripts

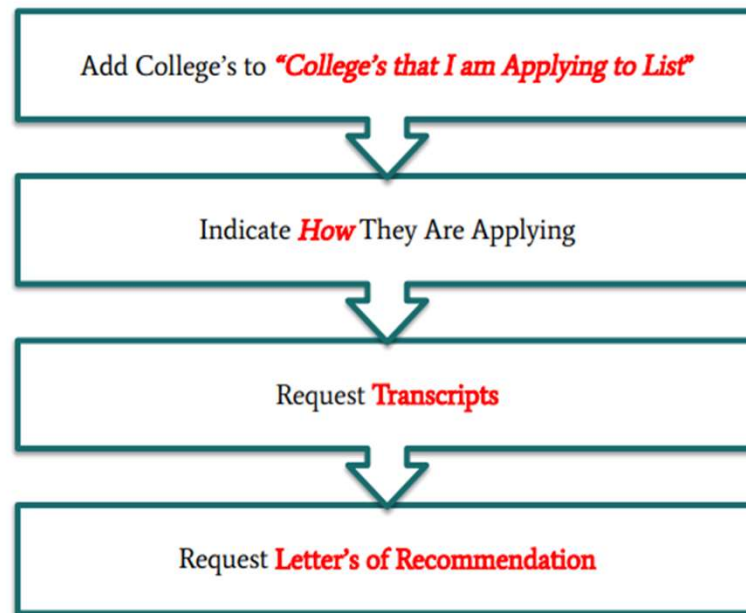
The screenshot shows the Common App dashboard. At the top, there's a search bar and a notification banner. Below the banner, there are navigation links: 'Manage Transcripts', 'Application Milestones', and 'Compare Me'. A red circle with a plus sign is next to 'Compare Me'. Below these links, there's a '+ REQUEST TRANSCRIPTS' button and a 'REMOVE' button. The main table has columns: College, Type, Deadline, Expected Difficulty\*, Transcripts, Office materials, Submission Type, and Application. The first row shows the University of Alabama at Birmingham (UAB) with a checkbox, RD type, Regular - Decision deadline, N/A expected difficulty, 'no request' in the Transcripts column, 'Pending' in the Office materials column, a Submission Type icon, and 'Unknown' in the Application column. There are also 'EDIT' and 'MORE' buttons in the Application column.

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 MORE

How do I know if my counselor has submitted everything I need for an application? If Materials column says "submitted", this means all necessary materials from your school have been sent

# QUICK REVIEW

## Student Workflow




# SUMMER TO DO LIST

- Schedule Senior Meeting – if unavailable your counselor will meet with you in the fall
- Prepare and register for SAT/ACT
- Research Schools using Naviance and narrow down your list
- Begin to work on Essay – Common App prompts can be found on their website
- Create accounts after 8/1 – individual schools, Common App/Coalition – keep and organize user names and passwords
- Match your Common App account to your Naviance Student account after 8/1
- Athletes review NCAA eligibility rules
  - <http://ncaa.org>



# COLLEGE APPLICATION TIMELINE

## The College Application Timetable

 Did you know? Students who visit a highly selective college campus are up to 40% more likely to be accepted to that school.	Spring of Junior Year	Summer before Senior Year	Fall of Senior Year	Winter & Spring of Senior Year & Beyond
Visit College Campuses and Attend College Fairs		ongoing		
Register & Study for SAT	2020 SAT test dates 3/14/2020 – 5/2/2020 – 6/6/2020 – 8/29/2020 – 10/3/2020 – 11/7/2020 – 12/5/2020			
Register & Study for ACT	2020 ACT test dates 4/4/2020 – 6/13/2020 – 7/18/2020 – 9/12/2020 – 10/24/2020 – 12/12/2020			
Finalize College List 3 reach, 3 target, 3 likely	Use Naviance college research tools to identify colleges that are the best match & fit.			
Apply to College	Many colleges begin accepting applications starting on <b>August 1st</b> . **Check college admissions websites for specific deadlines**			
Request Recommendations and Transcripts	Beginning <b>August 1<sup>st</sup></b> , use Naviance to request transcripts and teacher letters of recommendation. **Talk to teacher recommenders <u>in person</u> before submitting your recommendation request in Naviance**			
Complete the FAFSA (Free Application for Federal Student Aid)	Submit FAFSA starting on <b>October 1<sup>st</sup></b> **check college websites for more info. on financial aid deadlines**			
Apply for Scholarships	Scholarship applications can be due as early as <b>September</b> **Check scholarship websites for specific deadlines**			
Commit to a College	Students must commit to a college on or before National Decision Day, <b>May 1<sup>st</sup></b>			

## **WE ARE HERE TO HELP**

- Start working in Naviance now to get proficient
- Have a plan and start applying in August
- Reach out to your counselor with any concerns or questions, we will get back to you on one of our summer work days