

APPLICATIONS FOR UNIVERSITY, COLLEGE & TRAINING PROGRAMS

Naviance Student

Lesson Tasks

Learn about the different college application types

Submit a transcript request to your registrar for submitted applications

Complete a college application and upload confirmation of the submission

APPLICATION PROCESS

Application Process in Naviance *Student*

In Naviance *Student* you can...

- Research college and training program options
- Directly access admission sites
- Request transcripts and other school documents to be sent with your application

Streamline the Application Process

Step 1: Use tools in Naviance *Student* to explore college and training program options.

Step 2: Add college and training programs to your **Colleges I'm thinking about** list

Step 3: Determine which colleges and/or programs you plan send applications to

Step 4: Check application delivery types in Naviance Student to understand how each college/training program expects you to apply

Step 5: **Move** the names of colleges/training programs where you plan to submit applications to your **Colleges I'm applying to** list and request your transcripts be sent by your school

Step 6: Complete your application(s)

Step 7: Continue to check status of your transcript and other school documents in Naviance *Student*

Step 8: Update your application results on your **Colleges I'm applying to** list

CREATING YOUR LIST

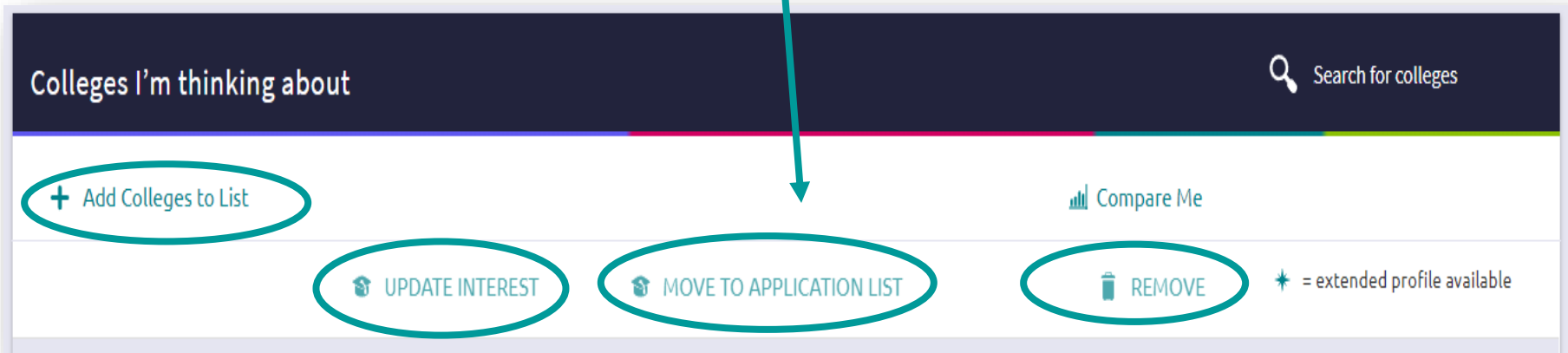
Colleges I'm Thinking About List

As you use the different search tools, you will be able to “favorite” ❤️ colleges to your **Colleges I'm thinking about** list



Building Your List

As you continue your research you will be able to **add/remove** colleges/training programs from your list, **update your interest** and decide if you want to **move to application list**.



APPLICATION DELIVERY TYPES

College Application Delivery Types

These icons will be present next to your applications based on how your school via Naviance *Student* will deliver your application materials.

Each application is sent based on college/training program preference.



	Coalition App Coalition App school, student applying via Coalition App
	Coalition App Exclusive Coalition App school, student applying via Coalition App
	Common App Common App school that accepts documents electronically
	Common App via Electronic Common App school but student not applying via Common App, school accepts electronic
	Common App Print Common App school but student not applying via Common App, school does not accept electronic documents so must print and mail
	Electronic Accepts electronic documents, and not Common App school
	Unknown Common App school but student not applying via Common App, school accepts electronic documents
	Print Only School does not accept electronic documents so must print and mail

Coalition

This icon indicates that the submission of the application will go through the **Coalition for Access, Affordability, and Success**.

The next icon indicates that the college only accepts the Coalition App and your school documents will be sent electronically.

The first icon indicates that the college will accept the Coalition App or electronic applications but you will need to make the choice in Naviance *Student*.

	Coalition App Coalition App school, student applying via Coalition App
	Coalition App Exclusive Coalition App school, student applying via Coalition App
	Common App Common App school that accepts documents electronically
	Common App via Electronic Common App school but student not applying via Common App, school accepts electronic
	Common App Print Common App school but student not applying via Common App, school does not accept electronic documents so must print and mail
	Electronic Accepts electronic documents, and not Common App school
	Unknown Common App school but student not applying via Common App, school accepts electronic documents
	Print Only School does not accept electronic documents so must print and mail

Common App

These icons indicate that the submission of the application will go through **Common App**.

The first icon indicates that the college only accepts Common App.

The next icon indicates that the college will accept Common App or electronic applications but you will need to make the choice in Naviance *Student*.

The last icon indicates that the college only accepts Common App but your transcript will need to be **mailed**.

	Coalition App Coalition App school, student applying via Coalition App
	Coalition App Exclusive Coalition App school, student applying via Coalition App
	Common App Common App school that accepts documents electronically
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Electronic

When you see the **Electronic** icon, you will be able to submit your application online.

You can access the college website admissions page by clicking the **Apply online** button.



Coalition App
Coalition App school, student applying via Coalition App



Coalition App Exclusive
Coalition App school, student applying via Coalition App



Common App
Common App school that accepts documents electronically



Common App via Electronic
Common App school but student not applying via Common App, school accepts electronic



Common App Print
Common App school but student not applying via Common App, school does not accept electronic documents so must print and mail



Electronic
Accepts electronic documents, and not Common App school



Unknown
Common App school but student not applying via Common App, school accepts electronic documents



Print Only
School does not accept electronic documents so must print and mail

Unknown

This icon indicates that the college will accept a Common App submission or an electronic submission.

You will be provided a drop down box to indicate yes you will be applying via Common App or no you will be applying *direct to institution* (electronic)

Be sure to change all **Unknown** icons to Common App or Electronic. Leaving the delivery type as **Unknown** means your school documents may not be sent.



Coalition App
Coalition App school, student applying via Coalition App



Coalition App Exclusive
Coalition App school, student applying via Coalition App



Common App
Common App school that accepts documents electronically



Common App via Electronic
Common App school but student not applying via Common App, school accepts electronic



Common App Print
Common App school but student not applying via Common App, school does not accept electronic documents so must print and mail



Electronic
Accepts electronic documents, and not Common App school



Unknown
Common App school but student not applying via Common App, school accepts electronic documents



Print Only
School does not accept electronic documents so must print and mail

Print Only

The **Print Only** icon means your school registrar will send your transcript by postal mail.

You can access the college website admissions page through Naviance *Student* and still complete the application online.



Coalition App
Coalition App school, student applying via Coalition App



Coalition App Exclusive
Coalition App school, student applying via Coalition App



Common App
Common App school that accepts documents electronically



Common App via Electronic
Common App school but student not applying via Common App, school accepts electronic



Common App Print
Common App school but student not applying via Common App, school does not accept electronic documents so must print and mail



Electronic
Accepts electronic documents, and not Common App school



Unknown
Common App school but student not applying via Common App, school accepts electronic documents

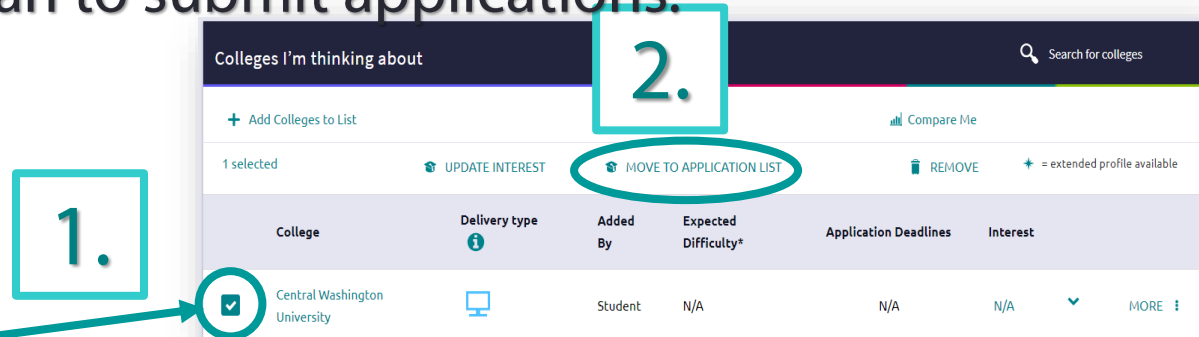


Print Only
School does not accept electronic documents so must print and mail

READY TO APPLY?

Colleges I'm Applying to List

The **Colleges I'm applying to** list is where you move the colleges when you plan to submit applications.



Click the box next to the college name from the **Colleges I'm thinking about** list.

Click **MOVE TO APPLICATION LIST**

Click **ADD AND REQUEST TRANSCRIPTS**

The screenshot shows the 'Add Applications' form. It has two steps: STEP 1 (Add Applications) and STEP 2 (Request Transcripts). The form is for 'Central Washington University'. It asks 'Which application deadline do you prefer?' with a dropdown menu showing 'N/A'. It asks 'How will you submit your application?' with a dropdown menu showing 'Direct to the institution'. There is a checkbox for 'I've already sent my application'. A teal box with the number '3.' points to the 'ADD AND REQUEST TRANSCRIPTS' button. The 'Add Applications' button is also visible.

Requesting Transcripts Reminder

You **do not** need to request your transcript for **every** college/training program on your list.

Only request a transcript for that college/training program if you **submit** an application.

All transcript requests must go through Naviance *Student*.

[*Requesting Your Transcript Help Document](#)

Viewing Your Colleges I'm Applying to List

The screenshot shows a web interface for managing college applications. At the top, a dark blue header reads "Colleges I'm applying to". Below this is a table with columns: College, Type, Deadline, Expected Difficulty*, Transcripts, Office materials, Submission Type, and Application. The first row shows "Central Washington University" with a status of "Pending". To the right of the table, there are buttons for "Manage Transcripts", "Compare Me", and a red "+" button. Below the table, there is a section titled "College that I'm attending:" with a dropdown menu showing "N/A" and an "Update" button. Three callout boxes with arrows point to specific features: "Remove an application if you decide not to apply" points to the "REMOVE" button; "Manage transcript requests" points to the "Manage Transcripts" button; and "Edit your application status" points to the "EDIT" button. A fourth callout box, "Track progress of application materials", points to the "Pending" status in the table.

Colleges I'm applying to

+ = extended profile available

Remove an application if you decide not to apply

Manage transcript requests

Manage Transcripts Compare Me +

+ REQUEST TRANSCRIPTS REMOVE

College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application
☐ Central Washington University	RD	Regular Decision -	N/A	Pending		Unknown	Unknown EDIT MORE

College that I'm attending:

N/A

Track progress of application materials

Edit your application status

Update

DO YOU NEED A
RECOMMENDATION?

Teacher & Counselor Recommendations

Throughout the application process you may need to submit a recommendation letter from a teachers or your counselor.

Examples:

- Common App college applications
- Scholarship applications
- NCAA/NAIA athletics

The Brag Sheet Survey

A “brag sheet” is exactly that.

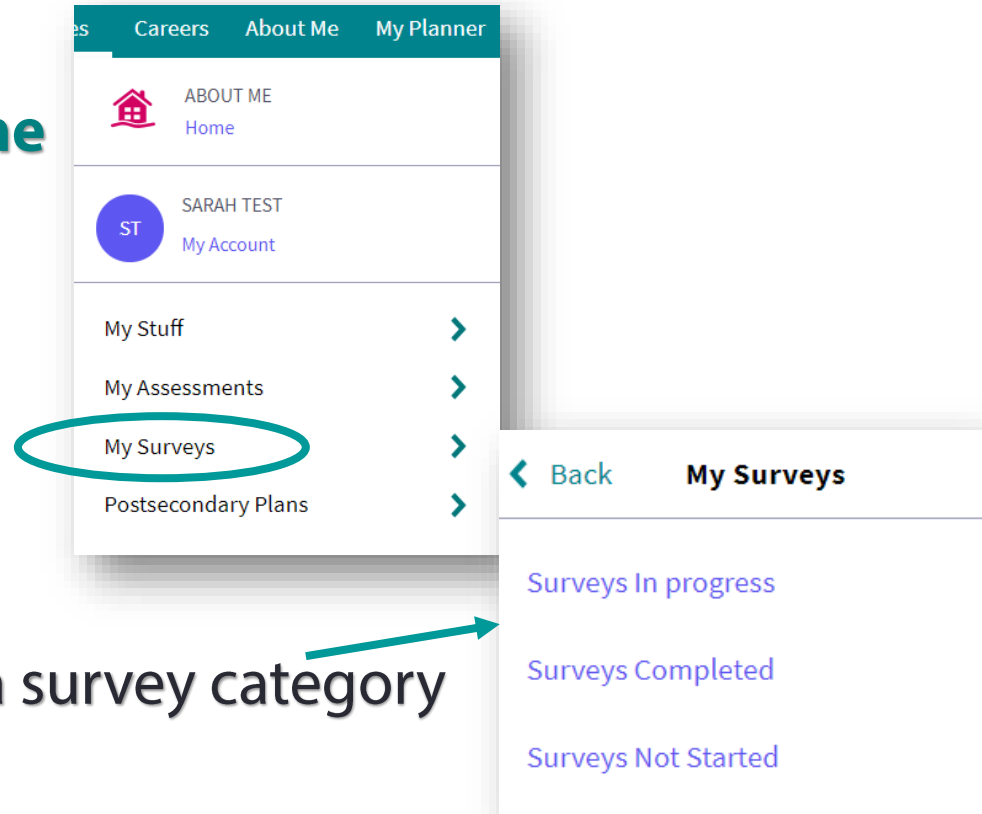
A format for you to talk about yourself and your accomplishments.

Teachers and staff can then use the information to write you the most complete recommendation possible.

The **Brag Sheet Survey** is in Naviance *Student* and can be edited/amended at any time to keep the information current.

Access the Brag Sheet

In Naviance, click on **About me**



Click **My Surveys** and select a survey category

Click the link to complete the **Brag Sheet Survey**.

Note: if the survey is not visible click the **Filter by drop down to choose a different survey category.*

Common App Teacher and Counselor Recommendations

Most Common App colleges ask for letters of recommendation.

Please consider the following...

- Ask the teacher in person
- Make sure the brag sheet is complete
- Use Naviance *Student* to submit and track your requests to the teacher
- Teachers will need to upload/send their letter using Naviance *Student*
- Ask the teacher **two weeks in advance** to allow enough time.
*(*Remember you are probably not the only student requesting a letter!)*

SUBMIT, SAVE, & CHECK BACK

Submit Your Application

When you submit an application you will want to start checking your email account for confirmation and updates **regularly**.

Colleges and training programs will use the email you used in the application process to:

- Notify you if your application is complete, incomplete, or needs additional information
- Notify you of your application status
- Notify you when they receive your school transcript or other documentation
- Communicate with you about your financial aid award status

Save Your Communication

As you receive communication regarding your college/training program application, **save** it!

There may be times when you will need to refer back to the emails containing important information and due dates.



To **save** your emails click the star/flag next to the message or create a folder in your inbox for college/training program communication.

Check Back Often

Most colleges/training programs send decisions electronically through either an email or the application status link when you log into your account at that school and then follow up with a letter.

If you are accepted to multiple schools, you do not have to make your decision right away.

Take time to receive all information prior to making the choice that is right for you. The right “fit!”

TASK COMPLETION...

Complete the Lesson Task...

To complete the lesson you will upload your acceptance email/letter or documentation of application submission to a **Journal** entry in Naviance *Student*.

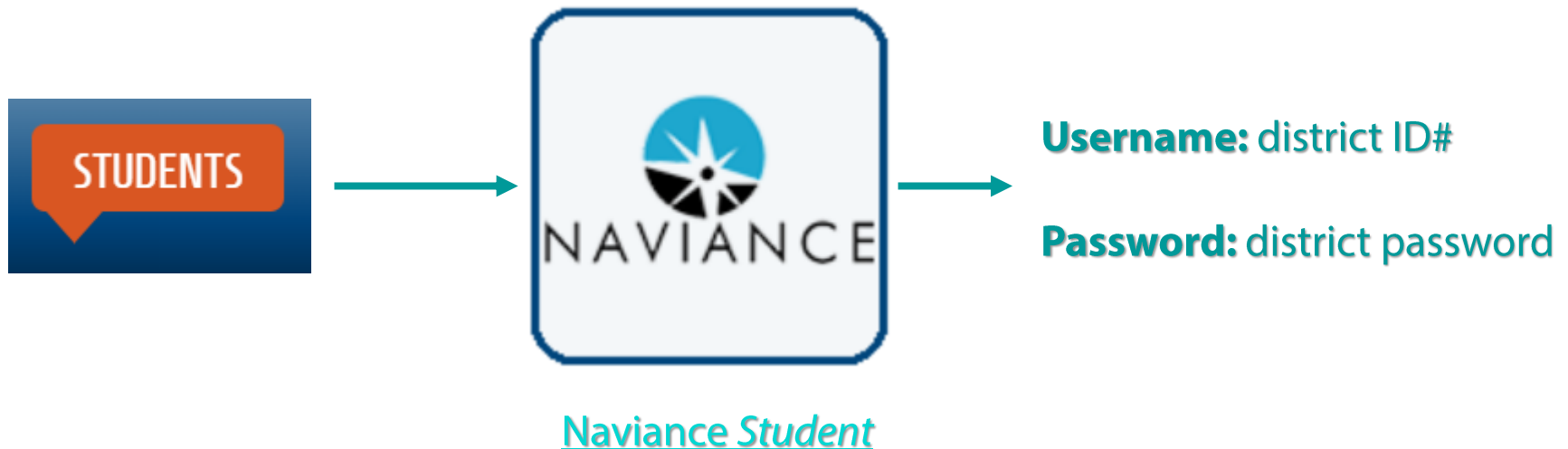
*(*The following slides will walk you through the process of adding a journal entry.)*

Log in to Naviance Student

Click **Students** from school website

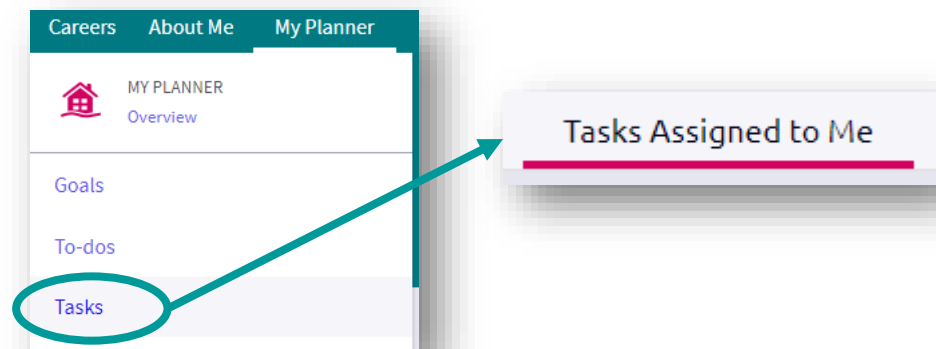
Click **Naviance** button

Log in with district ID# and password

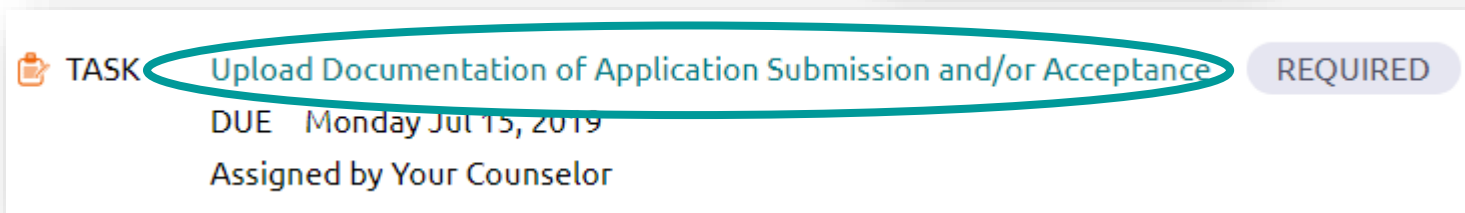


Uploading to a Task

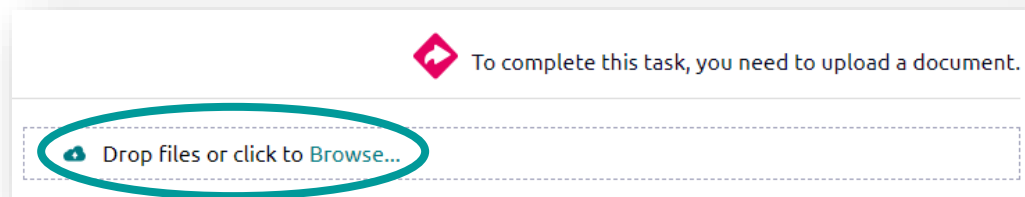
To access your journal click **My Planner > Tasks**
>Tasks Assigned to Me



Click the title of the task



Click **Browse...** to locate the documentation of your application submission.



Upload Example 1

We are pleased to inform you that you have been accepted for admission to Shoreline Community College. To find your start date, please visit the academic calendar at: <http://new.shoreline.edu/calendars/>.

Please do not give the following information out, or share it with anyone:

Your Personal ID number (PIN) is currently your 6-digit birthday. Please allow one business day for your PIN to be activated. We encourage you to change your PIN to another 6-digit number as soon as possible for added security.

Don't miss important information from Shoreline! As a new member of the 'Phin Nation, you now have a Shoreline student email account, which should be ready in less than a day. To receive important information and updates it's important that you activate this email account as soon as you can at www.shoreline.edu/email.

- If you get an "incorrect login" message when activating it means your account is still being created. Try again in a few hours.
- If you are a former student from before 2013, your email account will be generated when you register for class.

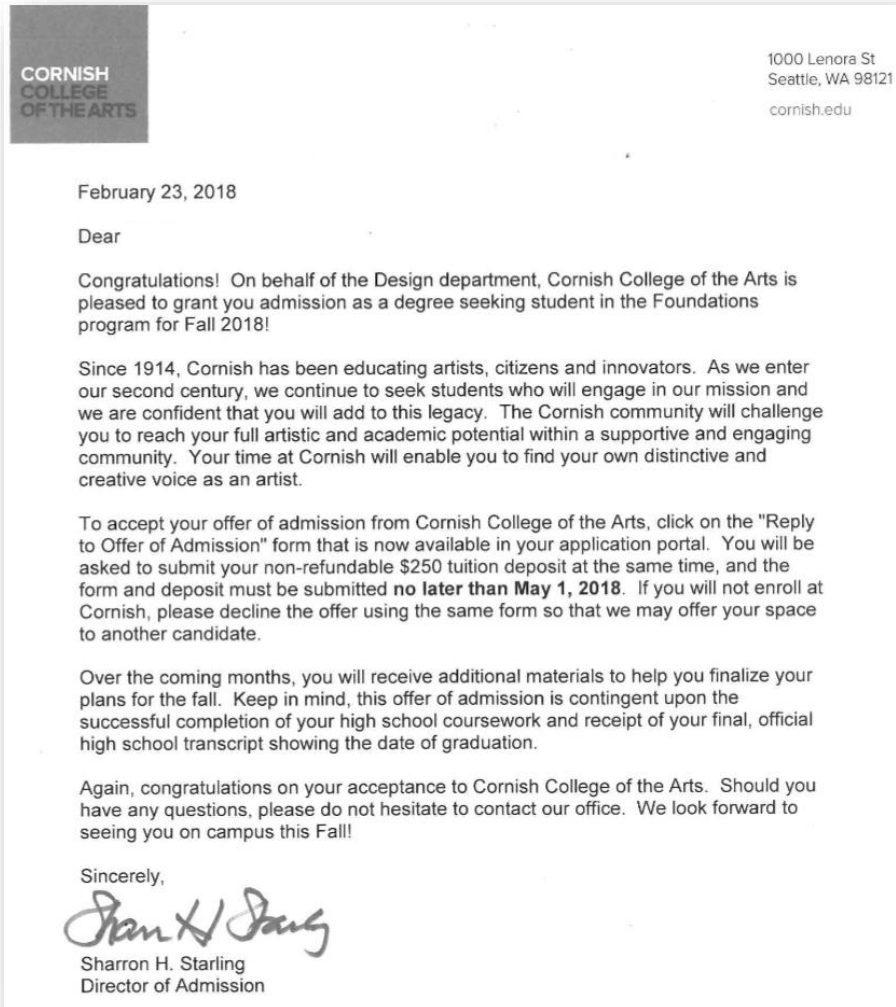
Apply, Enroll, Succeed! You've already taken the first step. Visit our Enrollment Services homepage <http://www.shoreline.edu/enrollment-services/> for information about next steps.

For further assistance, please e-mail us at sccadmis@shoreline.edu or call (206) 546-4611.

Sincerely,

Chris Melton
Director, Enrollment & Financial Aid Services/Registrar

Upload Example 2



Stay Up to Date by Following...

@EPSNAV



epsnav



- Get the most current updates on *colleges, careers, scholarships, financial aid, etc.* without logging in!
- Instant notifications and *Naviance Student* information comes directly to you!

Naviance Questions?

If you have any questions, please contact naviance@everettsd.org.

Be sure to provide your name and school.

To check messages sent to you through Naviance *Student*, login and click the icon for your **messages** in the upper-right corner.

