Overview

How to link Naviance to Common App & Post-Secondary Planning
Just remember….

Use NAVIANCE every step of the way...

Types of Applications

- **School Specific Online Application.**

- **The Common Application:** done online; accessible on www.commonapp.org
  *Approximately 700 Colleges/Universities currently use the Common App*

http://www.youtube.com/watch?v=jzEhVsME8p4
How to apply to colleges

- Step 1 – Create a Common Application Account
- Step 2 – Complete entire education section on the Common Application
- Step 3 – Add at least one college to your list
- Step 4 – Login to Common App and complete the FERPA waiver
- Step 5 – Log into Naviance and link Naviance to Common App.

Step 1: The Common Application

www.commonapp.org
Step 1: Open Web browser and go to The Common Application Registration

Helpful Hint: Remember to Write Down Your User Name and Password

Important: You will need to sync your Username and Password to Naviance

Complete Education Section on Common App
Add a college on Common App

- You must add at least one college prior to completing the FERPA.
  - Once a college is added, click on "my colleges" and select "Recommenders and FERPA."

Complete the FERPA Waiver on Common App.

- The questions you will see on the next screen relate to your educational records. The first pertains to the transmission of your educational records to your secondary school(s) for the college to which you are applying. The second concerns your right of access to confidential letters of recommendation. Under the terms of the Family Educational Rights and Privacy Act (FERPA), you can release recommendations and accompanying forms if you are 18 or older or upon enrollment in a postsecondary institution that institution states the document. You may, however, waive this right of access altogether. In a moment, you’ll be asked if you want to waive your right.
- You should consider waiving your right of access? Waiving your right lets colleges know that you will not try to restrict your recommendations. That in turn means colleges that your recommenders have provided support that is valid and truthful. While you are free to respond as you wish, if you choose not to waive your right, some recommenders may decline your request, and some colleges may disregard recommendations submitted on your behalf.
- After you make your selection about whether you want to waive your right of access, you will be able to invite your recommenders. Once you make the final selection, you will not be able to change that selection. To ensure that you fully understand the implications of your decision, we urge you to answer the waiver question until you have consulted with your transcript, another school official, or your parent/guardian.
Log in to Naviance

- Go to www.naviance.com
- On the upper right hand corner, click on “Sign in” and click on Students and Family Sign In

Follow these Steps....

- Type in the Postal Code for Derby (06418) and select Derby High School
- Type in your username and password
  - Username: Lunch code
  - Password: 6 digit birthday (i.e. 010799)
Step 1: Linking Naviance

Why is Naviance Important?

It is used by DHS School Counseling Department to electronically send Transcripts, the School Profile, & Other Supporting Documentation a College Requires as part of the Official Student Application

Log into Naviance

Click on colleges tab

Click on “colleges I’m applying to”

Step 2: Linking Naviance

Important: You will need to sync your Username and Password to Naviance

Click “Match Accounts” and follow the prompts to link common app with Naviance.
Naviance Student Home Screen (once matched)

Colleges I’m Applying To...

Your Common App account has been matched.
Your FERPA status is waived. You’re ready to apply to colleges using Common App.

<table>
<thead>
<tr>
<th>College</th>
<th>Type</th>
<th>Deadline</th>
<th>Transcripts</th>
<th>Office materials</th>
<th>Submission Type</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sacred Heart</td>
<td>RD</td>
<td>Regular Decision February 15</td>
<td>no request</td>
<td>Pending</td>
<td>Unknown</td>
<td></td>
</tr>
</tbody>
</table>
How to Request a Transcript

- Go to Colleges tab
- Click on “Colleges I’m Applying To” Link
- Click on the “Request Transcript” link on the top of the screen
- Check the box “Add Request” FOR EACH OF YOUR COLLEGES...

How to request a Teacher Recommendation

- Talk to your teacher in person and confirm that they will write you a letter
- Go to the College tab
- Click on “Colleges Home”
- Scroll down to Apply to Colleges Tab and click “Letters of Recommendation”
- Click Add Request and select desired teacher
- Enter a personal note thanking your recommender
- Click “submit request” button
Important Reminders!

- Don’t forget the Common Application needs to be completed in its entirety. All sections (education, writing, profile etc.) need to be completed (green check mark will appear) before submitting. Make sure to add ALL of the colleges/universities you are applying to.

- **DO NOT** forget to send your SAT Scores **ELECTRONICALLY** to your schools directly from [www.collegeboard.org](http://www.collegeboard.org)
Common App vs. College vs. Naviance

<table>
<thead>
<tr>
<th>Common App</th>
<th>College App</th>
<th>Naviance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Used by Students</td>
<td>Used By Students</td>
<td>DHS School Counseling</td>
</tr>
<tr>
<td>Must be filled out</td>
<td>Some schools will use their own web-based application system</td>
<td>Will be used to send out your:</td>
</tr>
<tr>
<td>Your Login ID and Password needs to be synced to Naviance</td>
<td>Sometimes they will waive or reduce application fee</td>
<td>• Official Transcript</td>
</tr>
<tr>
<td></td>
<td>Some schools will still accept paper applications</td>
<td>• School profile</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Counselor Recommendations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Teacher Recommendations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Students will complete their FERPA waiver in Naviance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Students can check the submission status of their transcript and letters of recommendation</td>
</tr>
</tbody>
</table>

Post-Secondary Planning: What to do NOW!

- Take SAT’s: The SAT’s that you took at DHS last year did not include the essay piece which most colleges require. Therefore, you must register for the SAT’s this year at a valley location to include the essay component.
  
  Register for the SAT’s at: [www.sat.org/register](http://www.sat.org/register)

- Upcoming SAT Dates:
  - OCT 6th, 2018
  - NOV 3th, 2018
  - DEC 1ND, 2018
  - MAR 9TH, 2019
Post-Secondary Planning: What to do NOW!

● Continue with academic rigor: Make sure you selected a challenging senior schedule
● Ensure you will have obtained at least 24 credits by the end of your senior year
● Familiarize yourself with Naviance and the Common Application
● Think about which teachers you are going to ask for recommendations

Plan to play college athletics? If yes, make sure to register with NCAA clearing house @ www.eligibilitycenter.org

Post-Secondary Planning: What to do NOW!

● Continue researching colleges and/or post-secondary options
  ~www.naviance.com
  ~www.collegeboard.com
● Choose at least 6 schools that you are interested in
  ✓ 2 Safety
  ✓ 2 Target
  ✓ 2 Reach

● GET INVOLVED: Continue to build your resume by documenting all activities completed in high school such as community service, clubs, sports, etc.
● IMPORTANT: It is imperative to attend all informative sessions in your Senior year such as SENIOR NIGHT, FINANCIAL AID NIGHT, COLLEGE FAIRS & VISITS

● MEET FREQUENTLY WITH YOUR COUNSELOR (Make an appointment with Mrs. Falcioni, Guidance Secretary)
Thank you for attending!

Enjoy the journey!
**Follow us on Twitter @DHSCounselors**

We will be available with any questions that you may have 😊

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[bnutcher@derbyps.org](mailto:bnutcher@derbyps.org)

[www.derbyps.org](http://www.derbyps.org) (click on the guidance tab under the high school page for all post-secondary information)

-"College admission is a match to be made, not a prize to be won."