



# Using Your Naviance Student Account for College Applications


# Who Does What?

College Application Process Step:	Sent By:	How:
1. Applications and essays	1. Student	College website, Common App, Coalition, etc.
2. SAT/ACT scores	2. Student	College Board or ACT website
3. Transcript Requests & Recommendation Requests	3. Student	Naviance Student
4. School Profile	4. Counselor	Naviance
5. Transcript & Counselor Recommendation	5. Counselor	Naviance
6. Teacher Recommendation	6. Teacher	Naviance

nt

← Back

Welcome Student!



Login to Naviance

Email

Password

☒ Remember me [Forgot your password?](#)

CONTINUE

[Need additional help?](#)  
[I'm new and need to register!](#)

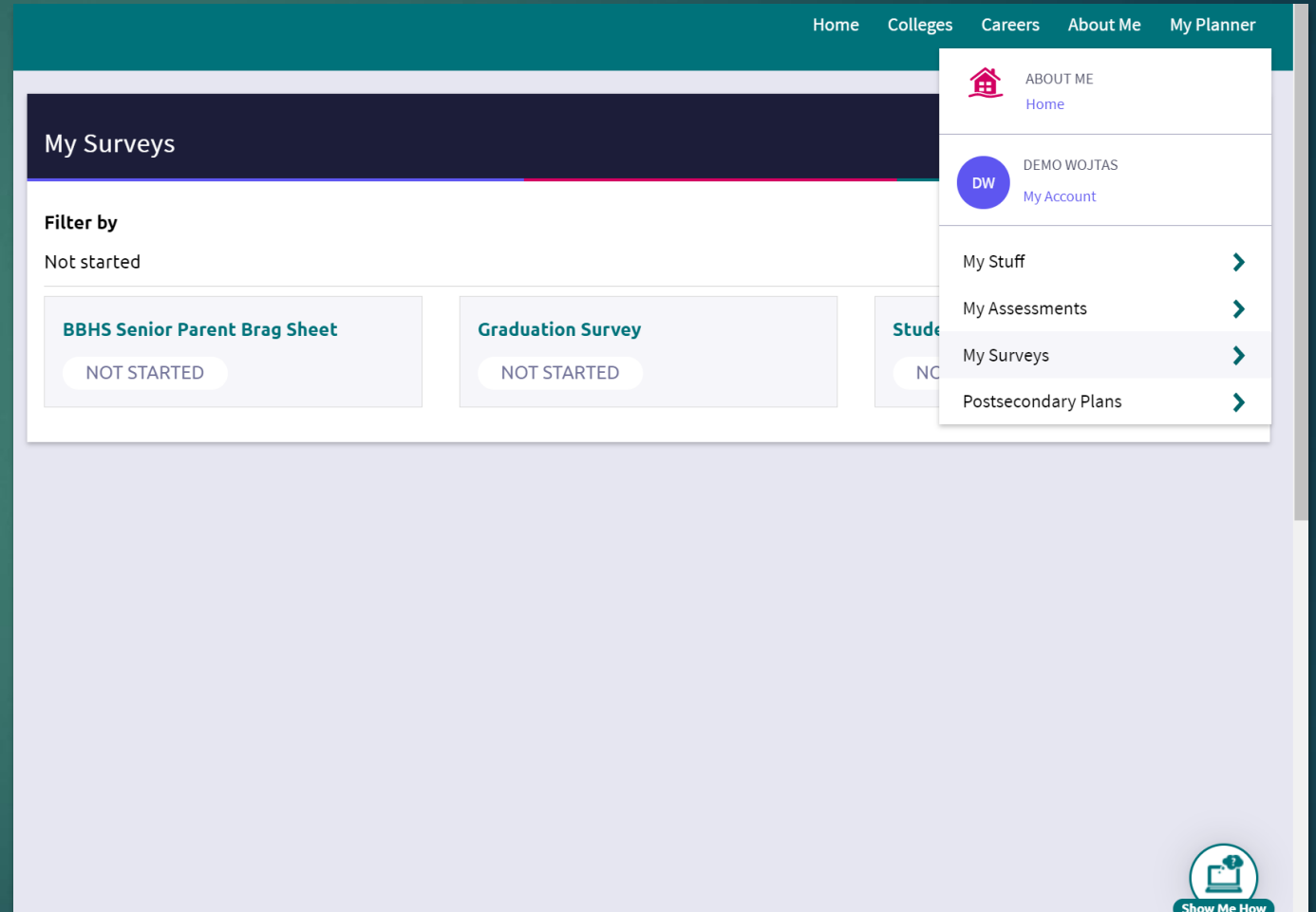
# Logging in to Naviance Student

GO TO:  
<https://student.naviance.com/bis-hopbhs>

\*IF YOU FORGET YOUR USERNAME  
AND/OR PASSWORD- EMAIL YOUR  
COUNSELOR

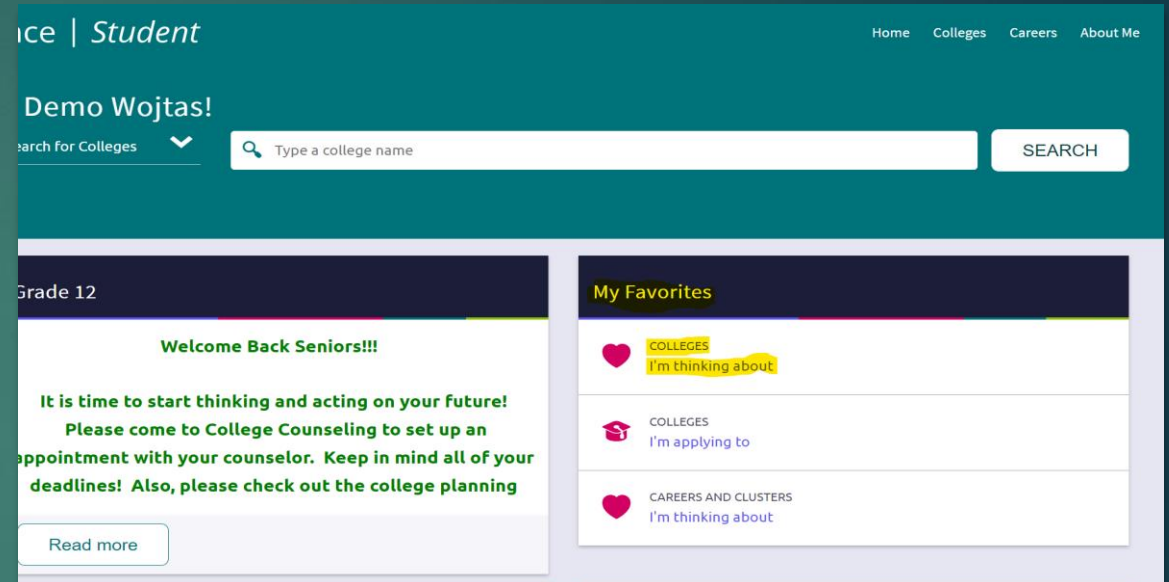
# Accessing Your Brag Sheet

- ▶ Click on the “About Me” tab
- ▶ Click on “My Surveys”
- ▶ Fill out the “Student Brag Sheet”
- ▶ **Optional:** Parent Brag Sheet
- ▶ \*\*\*Teachers + Counselors NEED your brag sheet completed before writing your letter of recommendation (LOR)



# “Colleges I’m Thinking About”

- ▶ On the top right section of the homepage, under “My Favorites”:
- ▶ Click on the “Colleges I’m thinking about” link and update/add to your list of schools
- ▶ \*\*If you are just starting your college search, use the “SuperMatch” tool located on the left-hand side of the “Colleges I’m Thinking About” home page to plug in specific criteria you are looking for in a University.



Quick Links		Colleges I'm thinking about		
<b>MORE SEARCH OPTIONS</b>		<a href="#">+ Add Colleges to List</a>		
<a href="#">SuperMatch@</a>		<a href="#">UPDATE INTEREST</a> <a href="#">MOVE TO APPLICATION LIST</a>		
<a href="#">Advanced college search</a>				
<a href="#">College lookup</a>				
College	Delivery type	Added By	Expected Difficulty*	
<input type="checkbox"/> <a href="#">University of New Hampshire-Main Campus</a>		Student	N/A	

# “Colleges I’m Applying To”



- The first thing you will see on the “Colleges I’m Applying To” page is the Common App Account Matching Message (shown above)
- In order to match your Family Connection to the Common App, you **must** create a Common App account, fill out the education section and sign your FERPA Waiver. For a video presentation of this process [CLICK HERE](#)
- **You must enter your email address.**
  - Input your date of birth and click “Match”.
  - Once you complete this step, everything you entered into the Common App will be uploaded into your Naviance Student Account
  - \*\*For more help completing this task, watch the video on your Naviance Student homepage\*\*

# “Colleges I’m Applying To”

Once you have matched your Common App account to your Naviance Student account, you can move schools from “Colleges I’m Thinking About” to “Colleges I’m Applying To”

Colleges I'm thinking about

Search for colleges

+ Add Colleges to List

Compare Me

1 selected

UPDATE INTER...

MOVE TO APPLICATION LIST

REMOVE

+ = extended profile available

College	Delivery type	Added By	Expected Difficulty*	Application Deadlines	Interest
<input checked="" type="checkbox"/> The University of Alabama		Student	N/A	Priority February 1	N/A

MORE



## DECODED: COLLEGE APPLICATION LINGO

Sometimes, talking college applications and admissions sounds like another language. Here's your cheat sheet:

RD

### Regular Decision

- You apply to the college via the "normal" application route.
- Typically, these applications are due in January.
- Non-binding.
- You do not have to notify the university that you will decline their offer, you simply do not accept it.

EA

### Early Action

- The same "rules" that apply to regular decision apply to early action, you just apply earlier.
- Applications typically due in November.
- Non-binding.
- A school may defer you to regular decision if you apply through early action, and you can supply additional information (i.e. updated test scores, higher senior year grades) to attain admission.

ED

### Early Decision

- If applying early decision, apply to your first choice school.
- Applications typically due in November.
- Binding.
- You may only apply to one university via early decision.

ED II

### Early Decision II

- Early decision II is a second round of ED. A student may apply to their first choice school via ED, and their second choice school via ED II.
- Applications typically due in January.
- Binding.
- If you apply to one school via ED and are rejected, the binding agreement ends. Then you apply to another school via ED II, engaging in a new binding application.
- Unless there is overlap, this does not violate early decision rules. Check the early decision restrictions and deadlines of both schools to be sure you are not in violation.

REA

### Restrictive Early Action

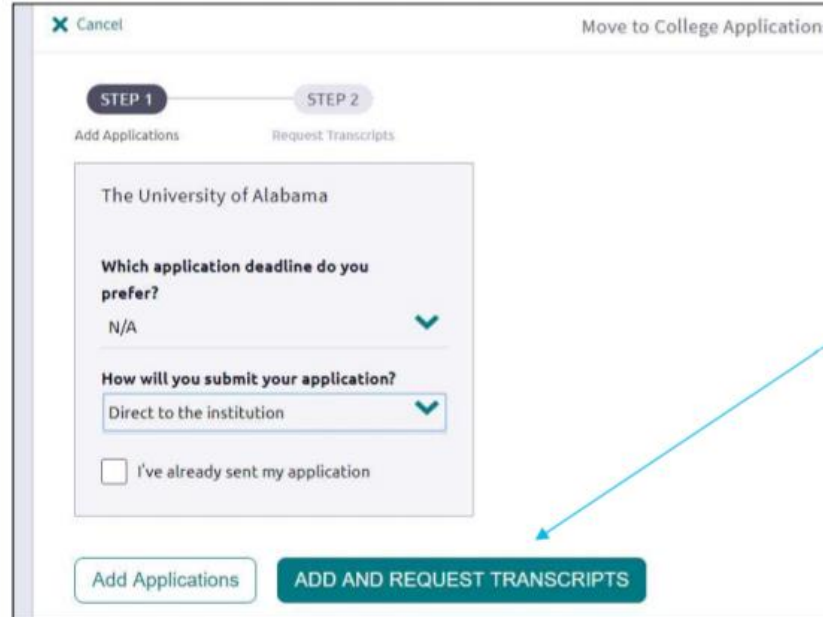
- Similar to early action, but schools tack on a few additional rules at their own discretion.
- Applications typically due in November.
- Non-binding.
- Ex: Students applying to Stanford University under restrictive early action must respond to the offer earlier than in other options and they may not apply to any early action programs at other private institutions.

### Also...

Binding: You must attend the university you submitted a binding application to.

Non-binding: If accepted to a university, you may accept the offer, or you may attend a different university that you have been accepted to.

# "Colleges I'm Applying To"



Cancel Move to College Applications

STEP 1 Add Applications STEP 2 Request Transcripts

The University of Alabama

Which application deadline do you prefer?

N/A

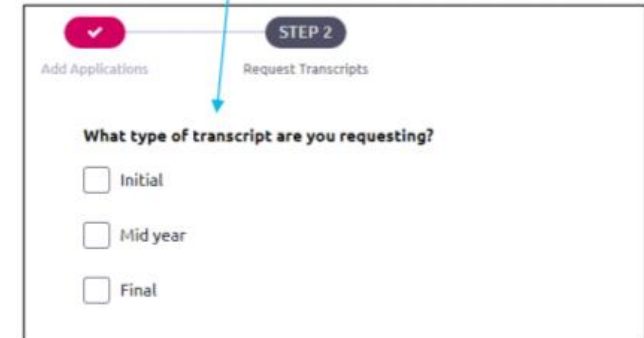
How will you submit your application?

Direct to the institution

☐ I've already sent my application

Add Applications ADD AND REQUEST TRANSCRIPTS

First, you will add applications by selecting the appropriate deadline and indicating how you plan to apply to each college. Then, you will request initial transcripts be sent to each college.



STEP 1 Add Applications STEP 2 Request Transcripts

What type of transcript are you requesting?

☐ Initial

☐ Mid year

☐ Final

Zoom in!

It is imperative that you select the correct application deadline, as it effects which deadlines the teachers see for your letter of recommendation requests



# What Happens Next?



- ▶ Your counselor will receive your recommendation requests electronically through Naviance
  - ▶ Please allow 2-3 weeks processing time to your counselor-remember that many students in the senior class need application materials sent around the same time as yours are due
- ▶ Your counselor will write a letter of recommendation and send it along with your transcript and BBHS school profile
  - ▶ This information will be sent to each college on your "Colleges I'm Applying To" list.

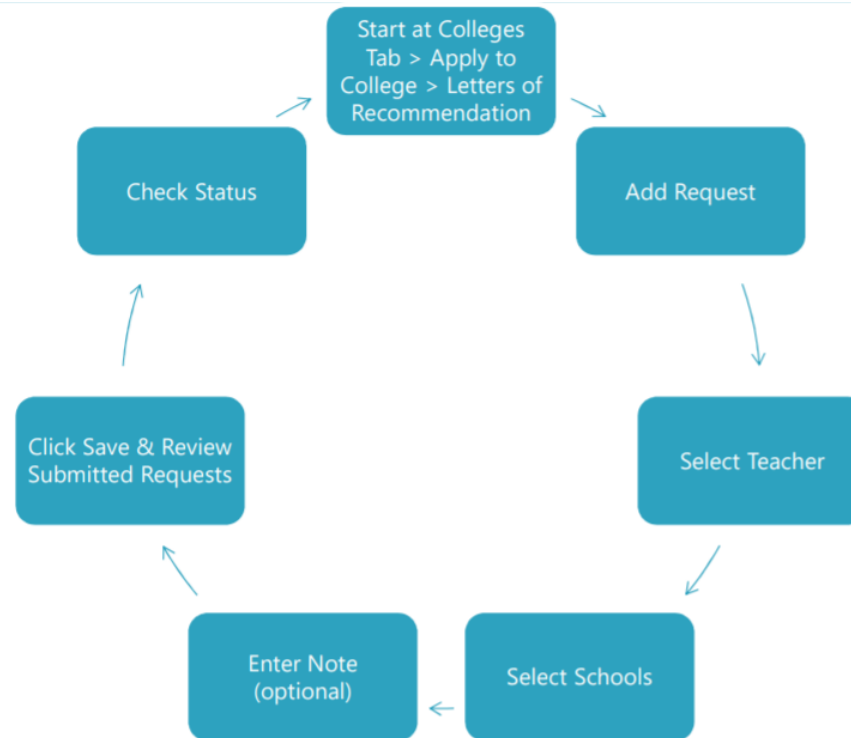
# Requesting Letters of Recommendation from Teachers

## \*\*VERY IMPORTANT:

- You **MUST** allow enough time for your teachers and counselor to write your letters of recommendation (**at least 2 weeks** notice)
- Your teachers write these in their **FREE time**, so it is imperative they have enough notice to properly plan.

## Teacher Rec Letters:

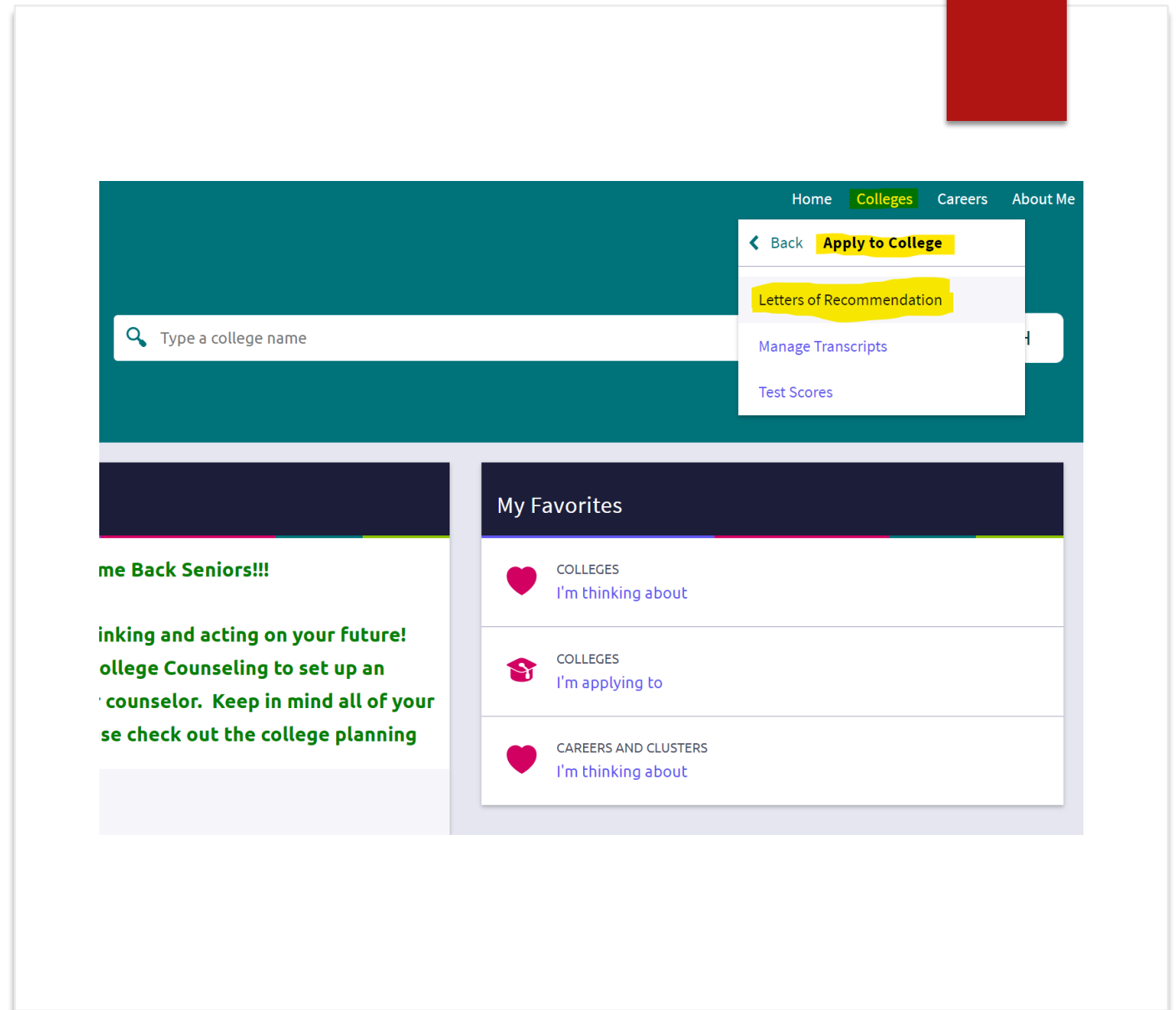
You must ask the teacher in person to write you a letter of recommendation before requesting one from him/her via Naviance!



# Rec Letters Step by Step

- ▶ To request Letters of Recommendations:
  - ▶ Click on Colleges
  - ▶ Click on Apply to College
  - ▶ Click on Letters of Recommendation

\*Students MUST have colleges in their "Colleges I'm Applying to" list in order to make requests for Teacher Letters of Recommendation



# Rec Letters Step by Step

- ▶ From the Letters of Rec Page, Students can:
  - ▶ Add new requests
  - ▶ Review status of previous requests

## Letters of recommendation

### Your Requests

You can request new letters of recommendation and track the most recent status of your requests here.

Add Request

Recommendation For ^

Deadline ^

Recommender(s)

Status ⓘ

Cancel Request



Your recommendation requests will show up here.

Add Request

# Rec Letters Step by Step

- ▶ **When adding a new request, students should:**
  - ▶ Select teacher from dropdown menu
  - ▶ Select which schools they are requesting a LOR for, or select ALL schools
  - ▶ **Include an optional personalized note thanking your teachers** (recommended!! Teacher put a lot of work into these letters!)
  - ▶ Click Save

Letters of recommendation

## Add new request

Here you can ask a teacher to write a letter of recommendation for schools in your Colleges I'm Applying To list. Make sure you give your teachers plenty of time to write your recommendations!

### 1. Who would you like to write this recommendation?\*

Select a teacher

Cancel

Save

### 2. Select which college(s) this request is for:\*

<input type="checkbox"/> All	Colleges I'm Applying To -	Due #
<input type="checkbox"/>	Bates College 2 required / 3 allowed / 0 requested	Jan 01, 2017
<input type="checkbox"/>	George Mason University 2 required / 2 allowed / 0 requested	Jan 15, 2017
<input type="checkbox"/>	Fashion Institute of Design and Merchandising - Orange County 2 required / 3 allowed / 0 requested	Jan 15, 2017
<input type="checkbox"/>	St. Lawrence University 2 required / 3 allowed / 0 requested	Feb 01, 2017
<input type="checkbox"/>	Tufts University 2 required / 3 allowed / 0 requested	Jan 01, 2017
<input type="checkbox"/>	University of Virginia 0 required / 2 allowed / 0 requested	Jan 01, 2017
<input type="checkbox"/>	Wesleyan University 2 required / 3 allowed / 0 requested	Jan 01, 2017
<input type="checkbox"/>	Williams College - required / - allowed / 0 requested	Jan 01, 2017

While you can select the schools that a teacher's letter will go to, understand that the teacher will likely be writing one letter to be sent to all schools you select.

### 3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:

Cancel

Save

\* Indicates a required field

# Rec Letters Step by Step

- ▶ From your Requests page students can:
  - ▶ View previous requests
  - ▶ Review updated status
  - ▶ Cancel Requests:
    - ▶ Requests can only be requested during the **Requested** phase
    - ▶ Requests **In Progress** or **Submitted** can not be canceled


















## Letters of recommendation

### Your requests

You can track the most recent status of your teacher recommendation requests here.

Showing 17 requests

Add Request

Recommendation For ▼	Deadline ↕	Recommender(s)	Status ⓘ	Cancel Request
Bates College 2 required / 3 allowed / 3 requested	Jan 01, 2017	Really Long Named T... Cheryl Rostad John Vine	Requested In Progress Submitted	  
George Mason University 2 required / 2 allowed / 2 requested	Dec 01, 2016	Virginia Dean John Vine	Requested Submitted	 
Fashion Institute of Design and Merchandising - Orange County 2 required / 3 allowed / 3 requested	Jan 01, 2017	Virginia Dean Cheryl Rostad John Vine	Requested In Progress Submitted	  
St. Lawrence University 2 required / 3 allowed / 2 requested	Jan 01, 2017	Virginia Dean Cheryl Rostad	Requested In Progress	 
Tufts University 2 required / 3 allowed / 2 requested	Jan 01, 2017	Virginia Dean Cheryl Rostad	Requested In Progress	 
University of Virginia 0 required / 2 allowed / 1 requested	Jan 01, 2017	Virginia Dean	Requested	
Wesleyan University 2 required / 3 allowed / 2 requested	Jan 01, 2017	Virginia Dean John Vine	Requested Submitted	 
Williams College -- required / -- allowed / 2 requested	Jan 01, 2017	Virginia Dean John Vine	Requested Submitted	 

Add Request

# Requesting Other Recommenders

- ▶ You are welcome to request individuals other than your teachers to write a letter of recommendation on your behalf if the Universities you are applying to allow it.
  - ▶ Ex/ Coach, employer, Advisor, etc.
- ▶ **To submit outside LORs you will have to:**
  - ▶ Address and stamp envelopes to each school's admissions department & bring to the school counseling office to Mrs. Brooks
  - ▶ Have your recommender email their letter to our School Counseling Registrar, Mrs. Brooks: **jbrooks@bishopbrady.edu**
  - ▶ Mrs. Brooks will stamp the letter "official from Bishop Brady" and we will send the recommendations through the mail



# Deadlines

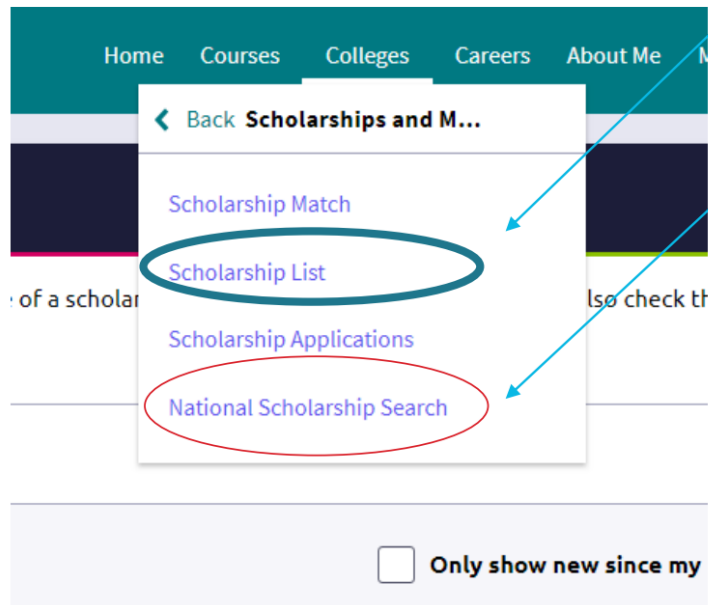
- ▶ Be sure to check each college's APPLICATION DEADLINE. Remember that is YOUR deadline- not ours
- ▶ A college's application deadline is the date that **ALL** materials are due to the admissions office. These materials might include all the following:
  - ▶ **Transcript** (sent by counselor)
  - ▶ **Counselor Recommendation** (sent by counselor)
  - ▶ **Teacher Recommendation(s)**: each school has a minimum and maximum # of recommendations they allow (sent by counselor)
  - ▶ **Test Scores** (Sent by student via CollegeBoard)
  - ▶ **Student portion of application including any required essays.** (Sent by student)
- ▶ Be mindful that your teachers CANNOT submit recommendations for you until you have input your colleges into "Colleges I'm Applying To" list

# Final Application Reminders

- ▶ There are very few schools that will not take transcripts & recommendation letters via Naviance. If submitting the materials through Naviance is an option, you **MUST** take that option
- ▶ Although you will be applying to schools in multiple ways, counselors and teachers will **ONLY** be sending your recommendations and transcripts via Naviance. **DO NOT** ask teachers/counselors to create Common App or Coalition accounts. Even if this is the way you are applying, teachers & counselors will be able to send through Naviance.
- ▶ For **traditional/hard copy applications**, if additional forms beyond the transcript & counselor letter of recommendation are required, you must print these forms, complete the student portion, and drop them off in the School Counseling Office for your counselor to complete
  - ▶ It is **YOUR** responsibility to mail all hard copy materials to the college after they are returned to you by the Counseling Office
- ▶ **Be sure to check the APPLICATION DEADLINE. Remember that this is YOUR deadline- not ours.**

# Navigating the College Tab: Scholarship List & Scholarship Search

Under the Colleges Tab:  
Click Scholarships & Money



“Scholarship List” is where we will be uploading local scholarships as they come into the SCO. Many scholarship opportunities do not become available until winter/spring as more students fill out the FAFSA. We will be updating this list consistently.

“National Scholarship Search” allows you to search for a wider range of scholarships based on your interests, achievements, abilities, and demographic information

# Questions??

- ▶ If you still have questions AFTER your individual senior conference with your counselor, you may sign up for an appointment in the school counseling office for extra help 😊

