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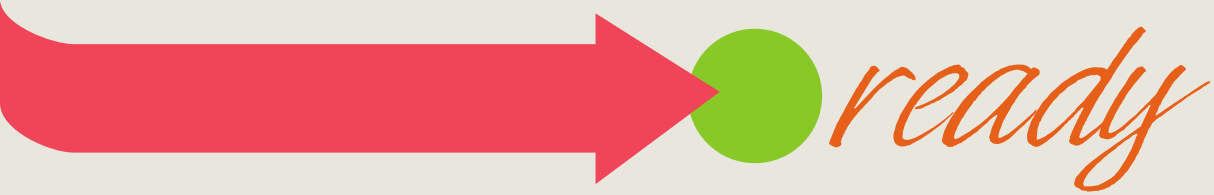
GETTING STARTED WITH THE COMMON APP AND NAVIANCE

commonapp.org

Starting the Application Process

- Begin in **Naviance** then move to the College Application and/or Common App. site.
  - **If** you've already applied you **need** to complete the Naviance recordkeeping process.
  - If you **fail** to complete this process you are at risk of your college not receiving a transcript.

This is extremely important and YOUR Responsibility!



Login to **YOUR** Naviance Account

- Naviance is **Your** Portal to College/Scholarship sites.
- Naviance is **Your** College Application Recordkeeping site.
- Website: https://connection.naviance.com/family-connection/auth/login/?hsid=kingshs

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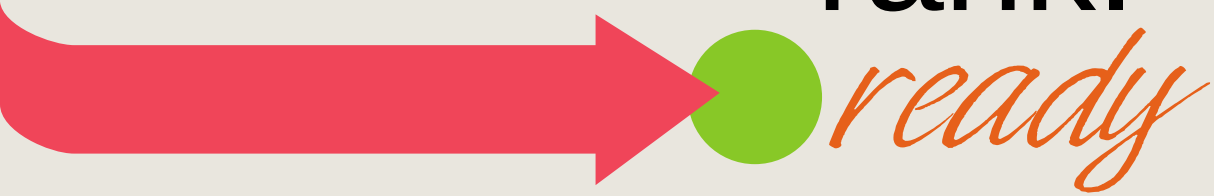
Important Transcript Information

Kings High School does **NOT** report class rank.

All transcripts will be submitted without a class rank.



Important Transcript Information

Kings High School does **NOT** print ACT or SAT scores on transcripts.

You MUST request scores through **ACT** or **CollegeBoard.**

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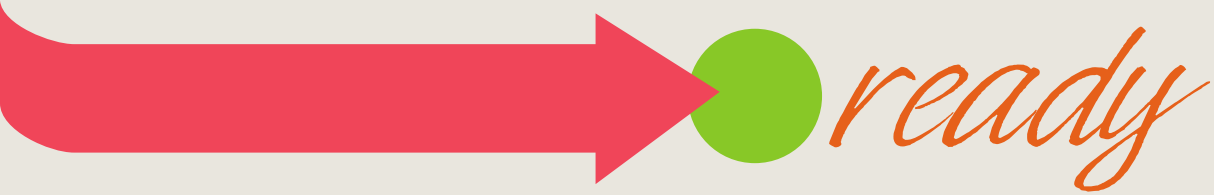
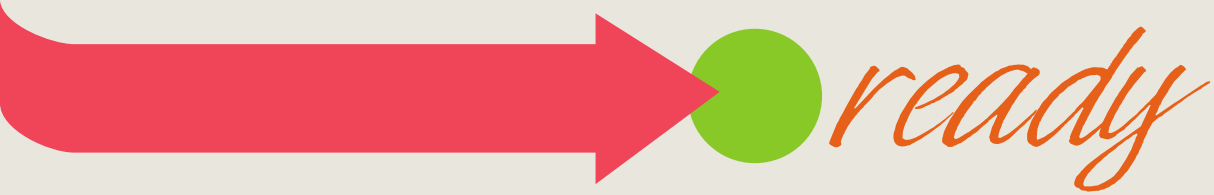
Naviance: Go to the 'college' tab

- If you already have colleges listed in your '**Colleges I'm thinking about**' section follow these instructions:
  - Note: If you don't have any colleges listed go to slide **7**.



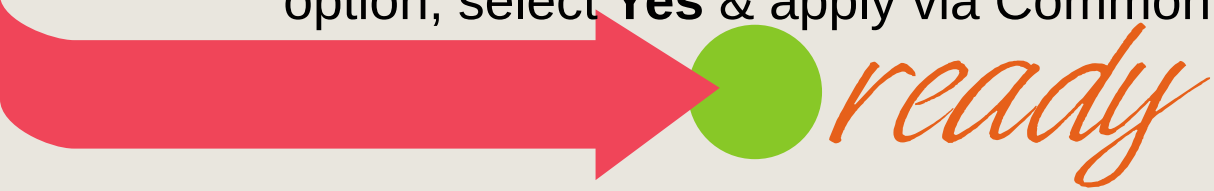
Moving Colleges from ‘Colleges I’m thinking about’ to ‘Colleges I’m applying to’

- Click the ‘***Colleges I’m thinking about’*** link under **my colleges** on your **Colleges** page.
- Check the College(s) you want to move to Application list.
- Click ‘**Move to Application List**’ box.
- Go to ‘**Colleges I’m applying to**’ section.
- Be sure to select **Type** for how you are applying.
- Check to **request** Transcript and
- If you are **definitely** going to apply to a particular school – Check
  - **‘I have submitted my application**’
  - By checking these boxes your counselor will know to send your transcript and other required items.



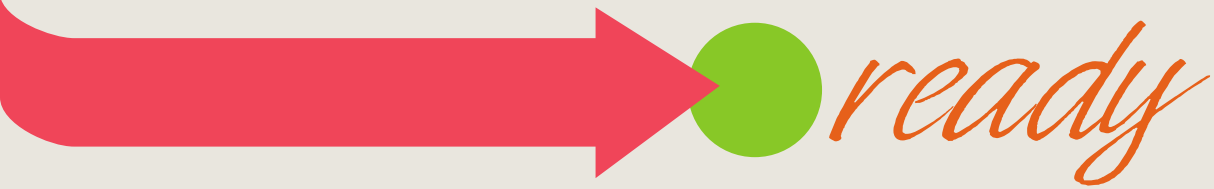
Adding NEW College Applications &Transcript Requests in Naviance

- Click the '***Colleges I'm Applying To'*** link under **my colleges** section.
- Click **'+add to this list'**, small link under heading.
- Indicate the decision Type from the drop-down menu.
- Check the box to request a transcript
- Click '**Lookup'**, be sure to use this feature.
- Search by name, alpha browse, etc. to find a college.
- Click the name of the college which fills in that college's name in the box.
- Check the box **'I have submitted…'** if you are definitely applying.
- Indicate whether you are applying via Common App by selecting **Yes/No** from the drop-down menu. (Given the option, select **Yes** & apply via Common App)

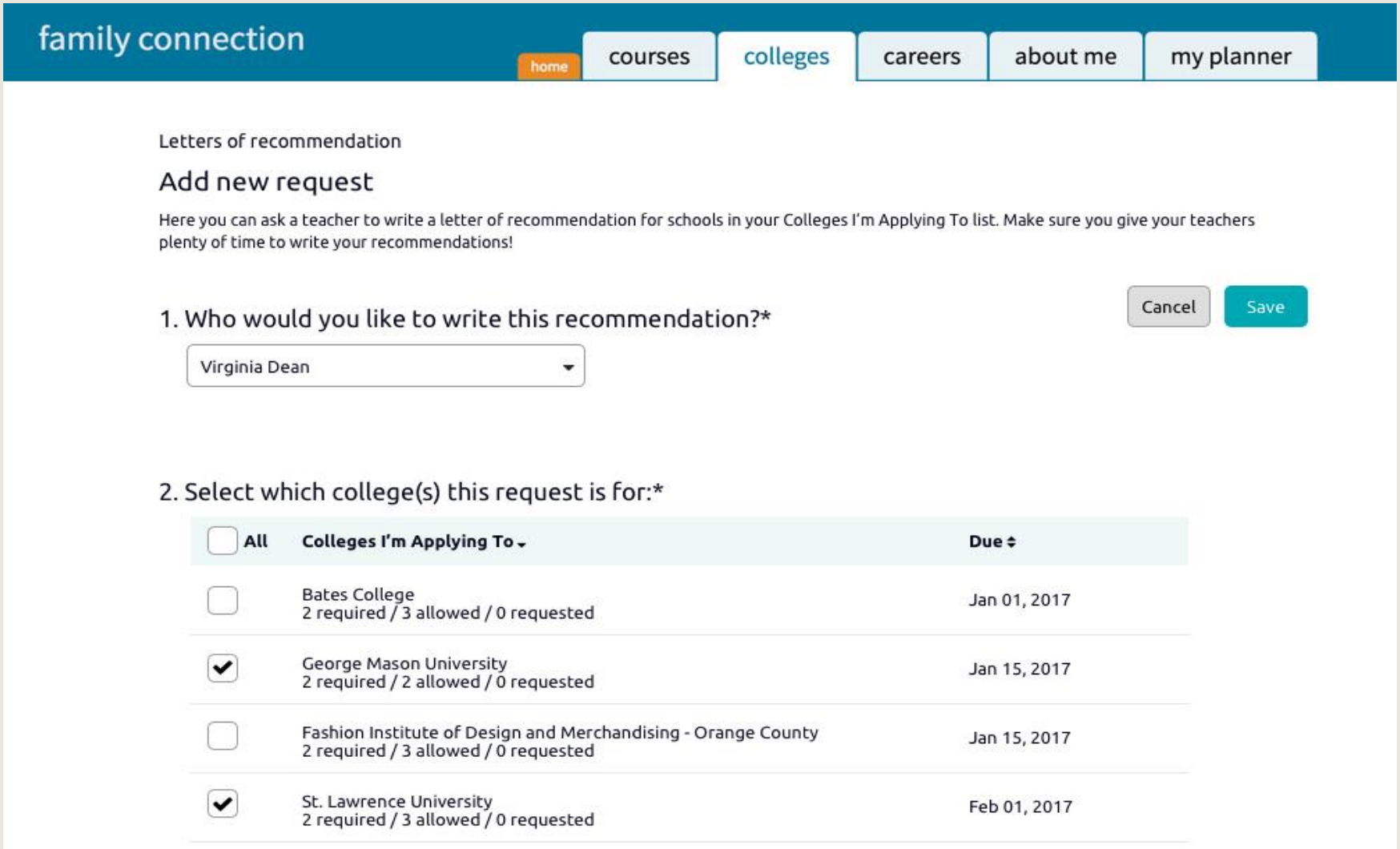


Requesting Teacher Recommendations in Naviance- New this Year! (end of Aug.)

- You will be able to request recommendations for specific colleges.
- You will be able to see the number of recommendations required by the colleges and request only what is required.
- Teachers will see the exact date and time of the request.
- Students will see when letters are submitted.



Screen Shot of Naviance Letters of Recommendation



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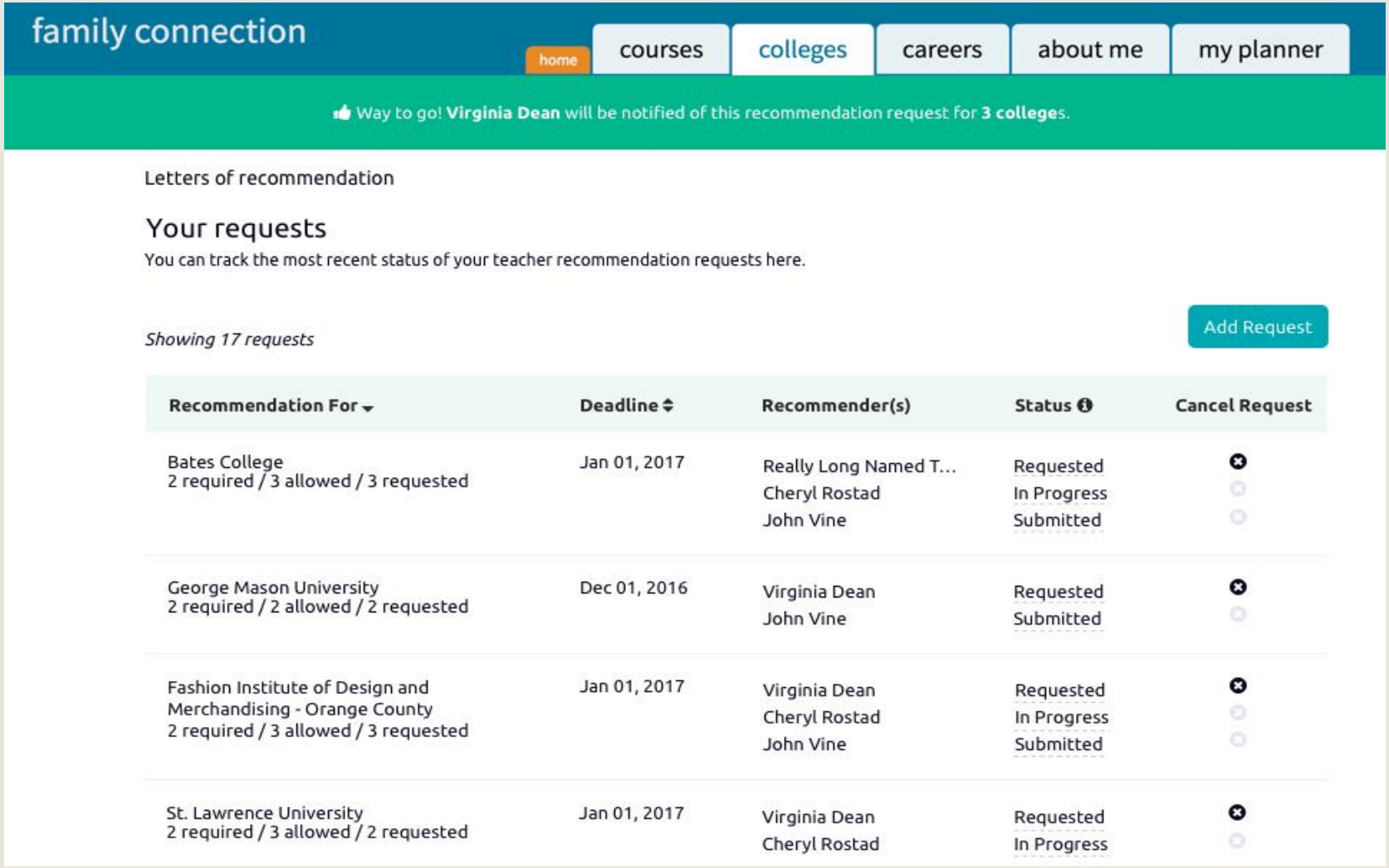
Screen Shot cont.



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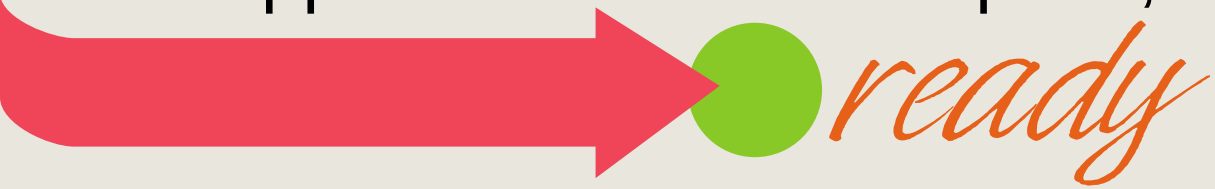
Requesting Teacher Recommendations in Naviance

- From the '***Colleges I'm Applying To'*** list, go to the '**Letters of Recommendation**' section.
  - **Add New Request** button.
  - Choose a teacher from the drop-down menu.
  - Select school where letter needs to be sent.
  - Enter a personal note, optional.
  - Repeat steps for up to four (4) teachers.
  - Click the **Add Request** button to complete the process.

Note: Once a teacher submits the recommendation it is locked and cannot be undone. ***Choose wisely!***

Now you are Ready to Apply to College

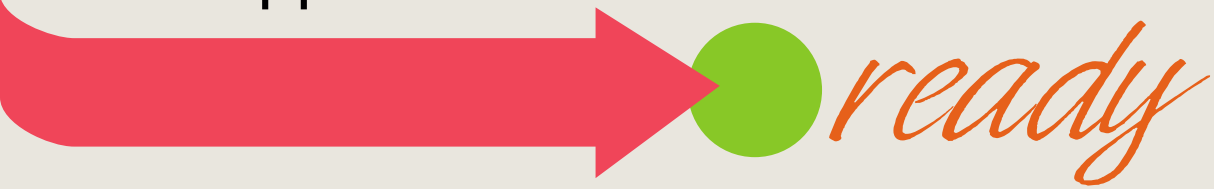
- You should have your Naviance college information recorded then,
- If the school is **NOT** a Common App(CA) school, Click on your college's link in your Naviance account (A new tab will open, don't close the Naviance tab.) and locate their online application **or**
- If it **is** a CA school - Open a New Tab & go to www.commonapp.org to begin your CA. (don't close the Naviance tab) Note: Coalition Application is now an option, see next slide.



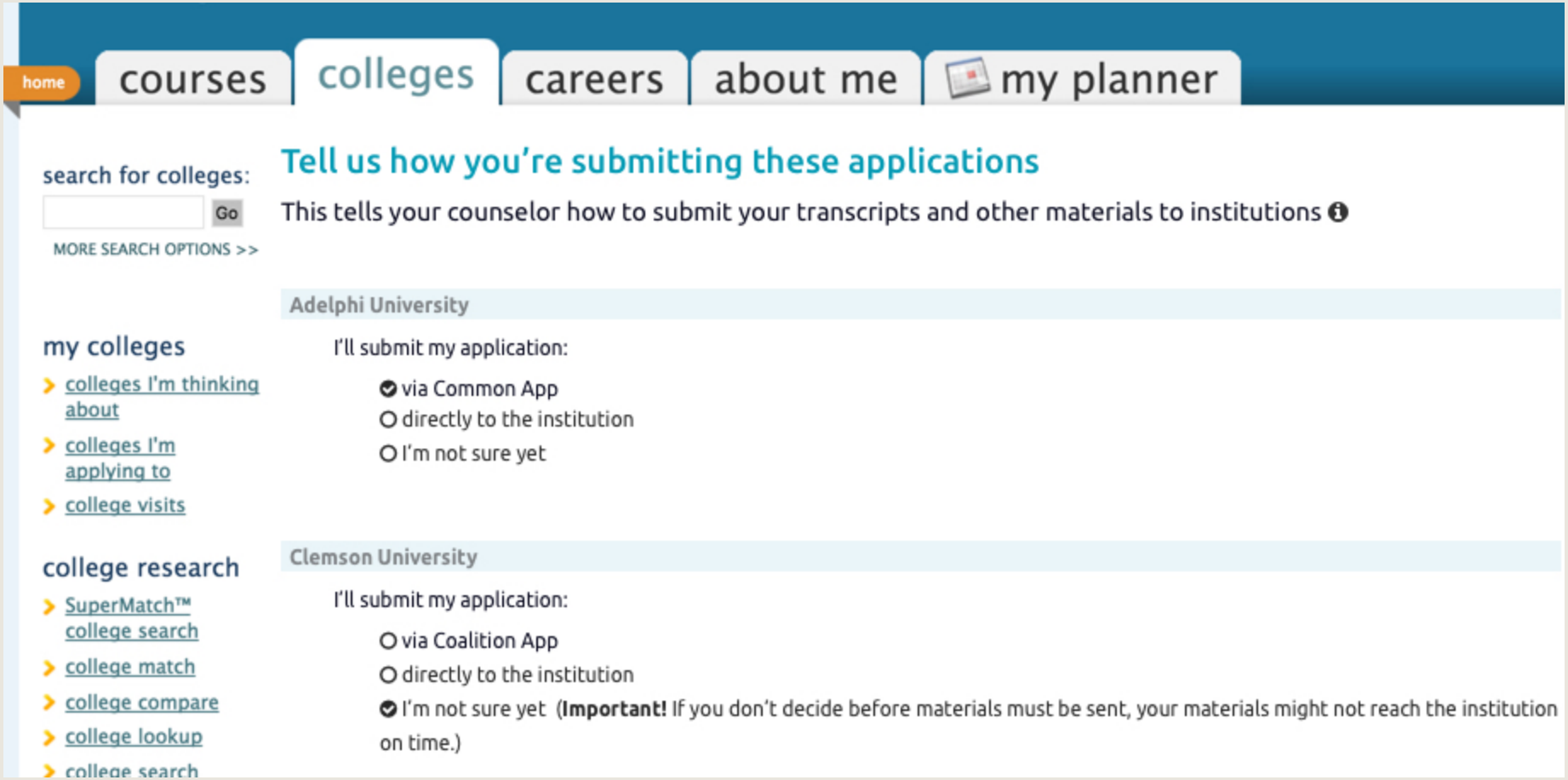
Coalition Application Information

2016-17 will be the first year for the new Coalition for Affordability, Access and Success application. While Naviance does not have a partnership with the Coalition, students will be able to indicate in their account if they plan to apply via the Coalition application.

- After adding a Coalition member institution to the "Colleges I'm Applying To" list in Family Connection, students can specify if they are applying via the Coalition.
- Counselors and counseling staff can see this information when reviewing students' "Active Applications".



Screen Shot- Submitting Applications



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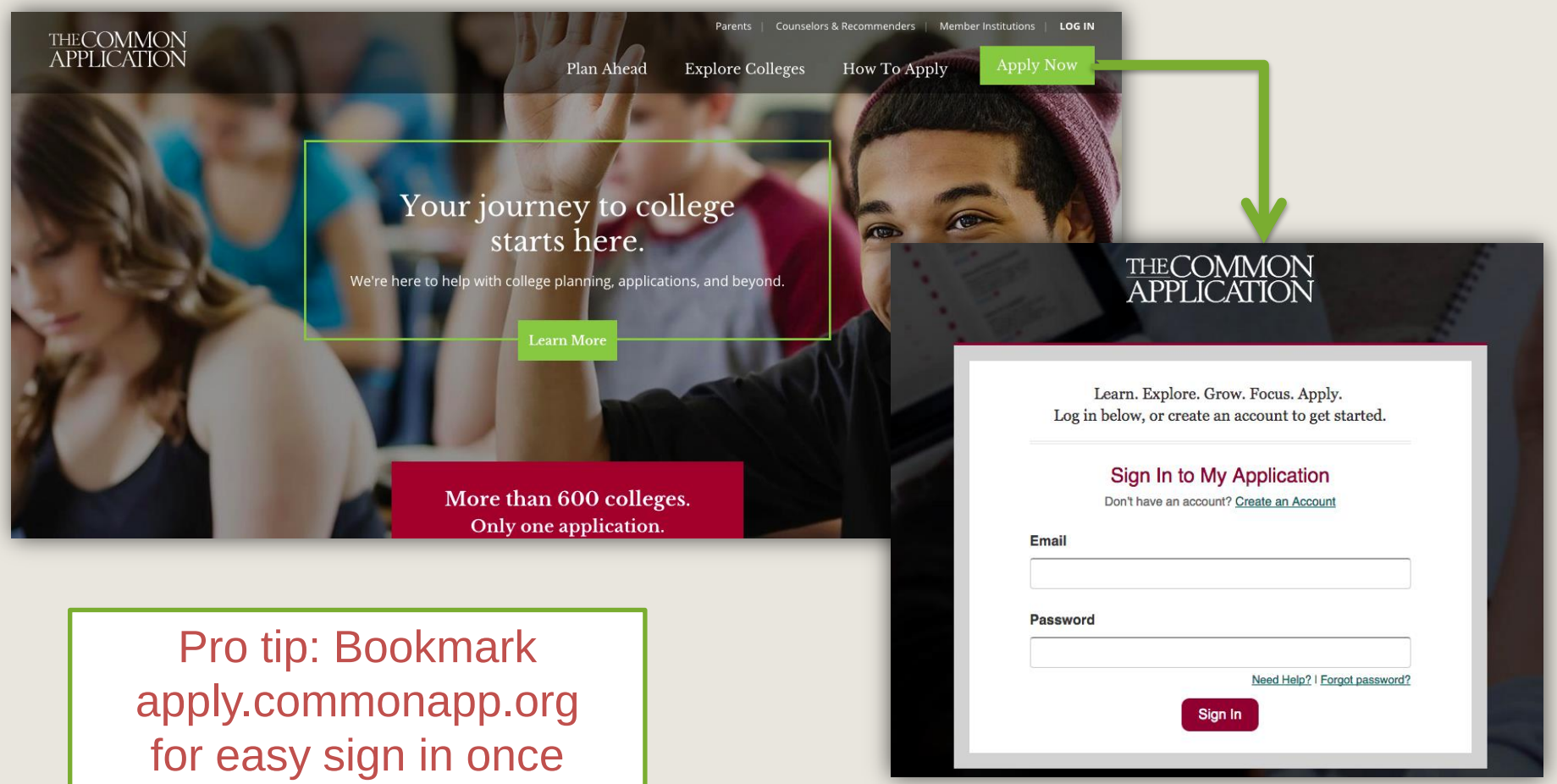
Submitting Applications cont.

Students can indicate if they are applying via The Common Application or The Coalition Application in Family Connection. Ex: Clemson University via the Coalition

Icon that will appear in Naviance when a student indicates he/she is applying via The Coalition Application

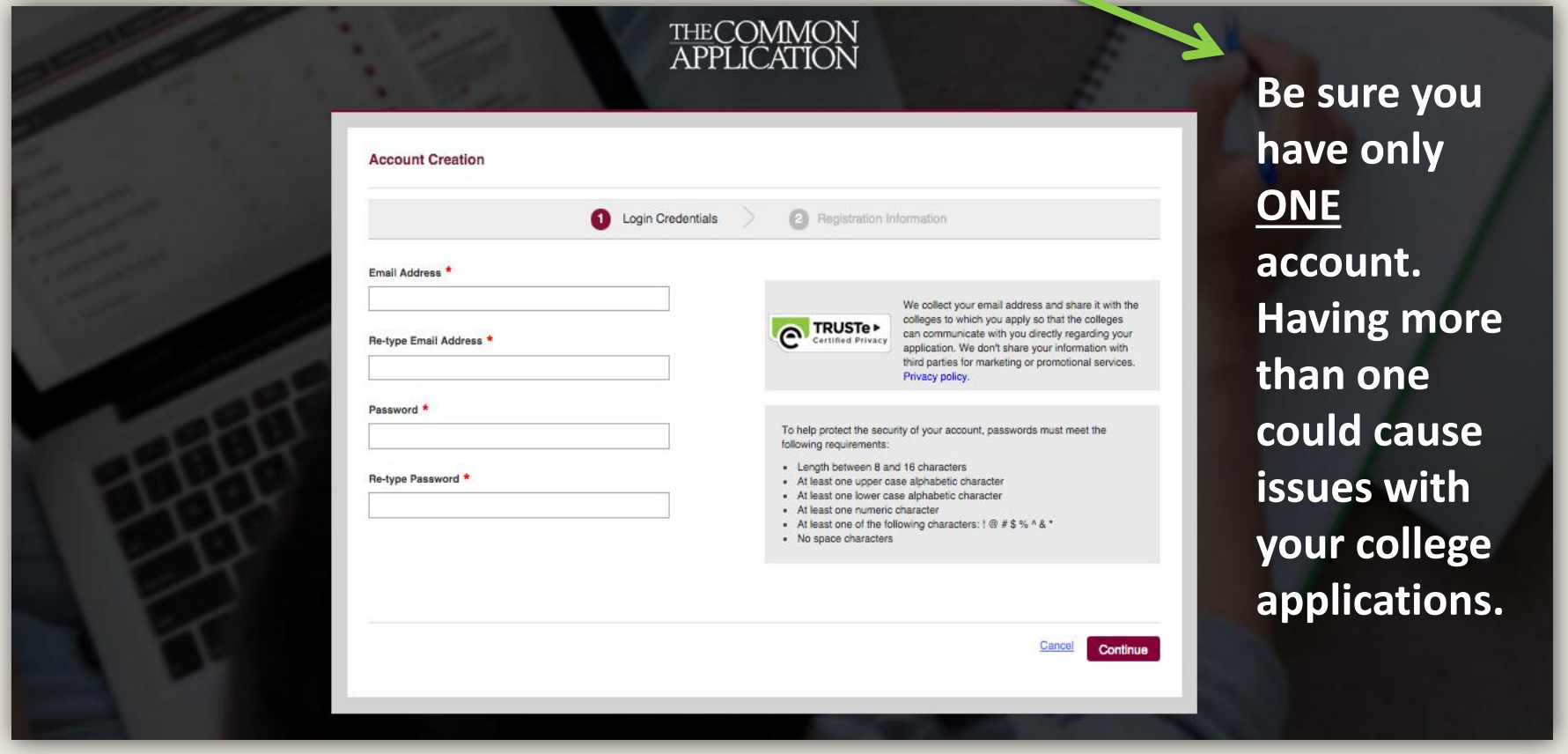
Go to www.commonapp.org



Pro tip: Bookmark apply.commonapp.org for easy sign in once you've registered.

ready

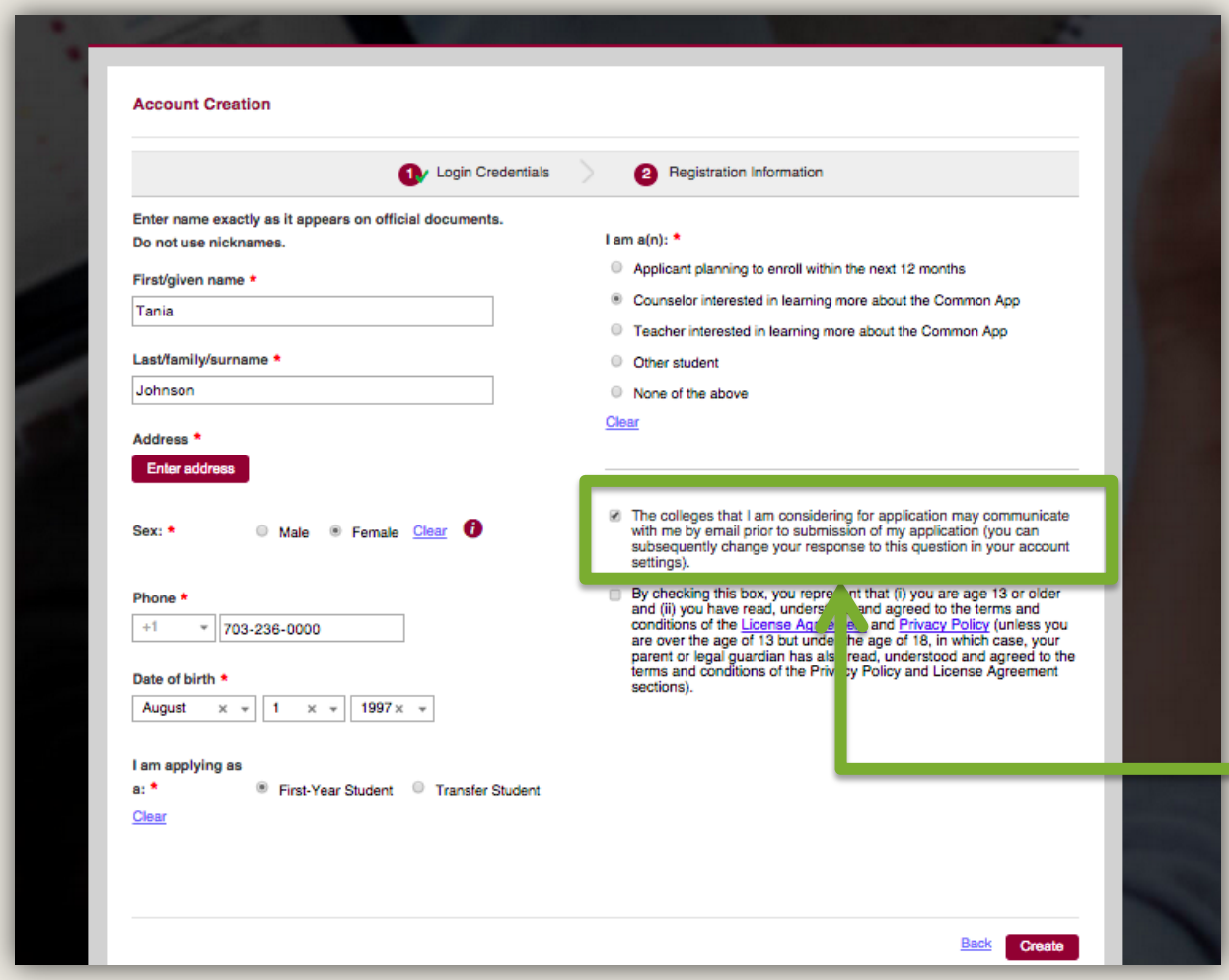
Create an account



- Use an email address that you will check frequently.
- Follow the guidelines to create your password. Write it down if you need help remembering.

ready

Create an account

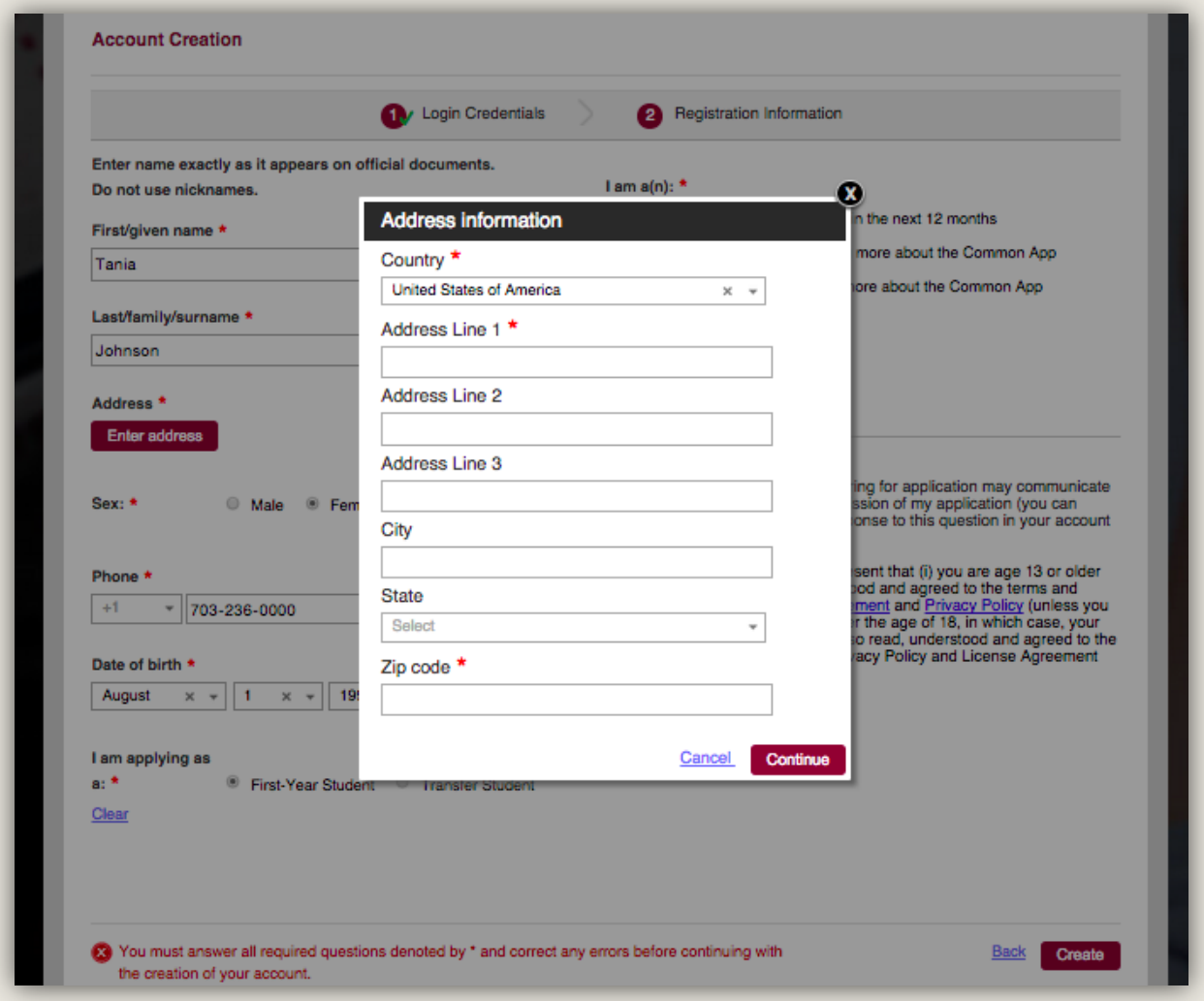


Pro-tip: Use your **legal name** for this section. You'll be able to provide a preferred name/nickname later.

Application and financial aid deadline reminders can be helpful.

ready

Create an account



Pro-tip: You'll also need to provide your mailing address.

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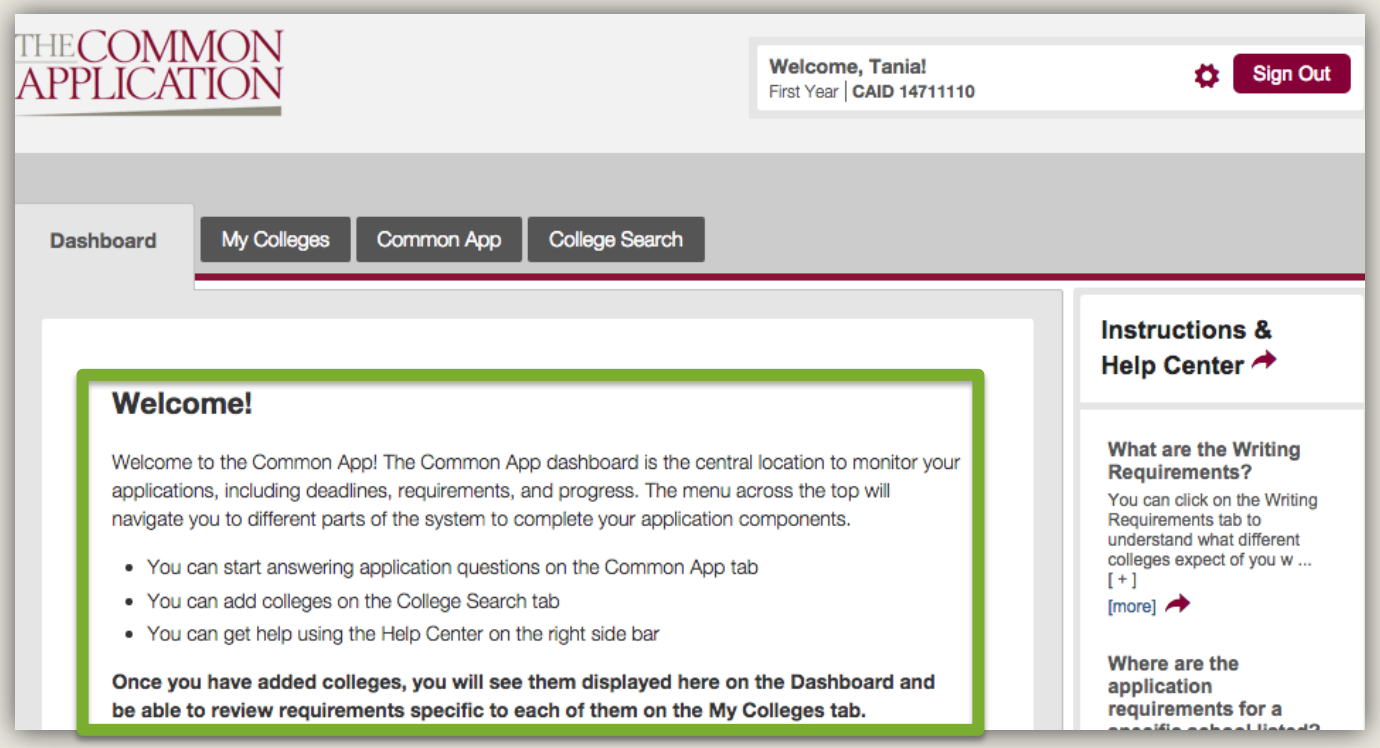
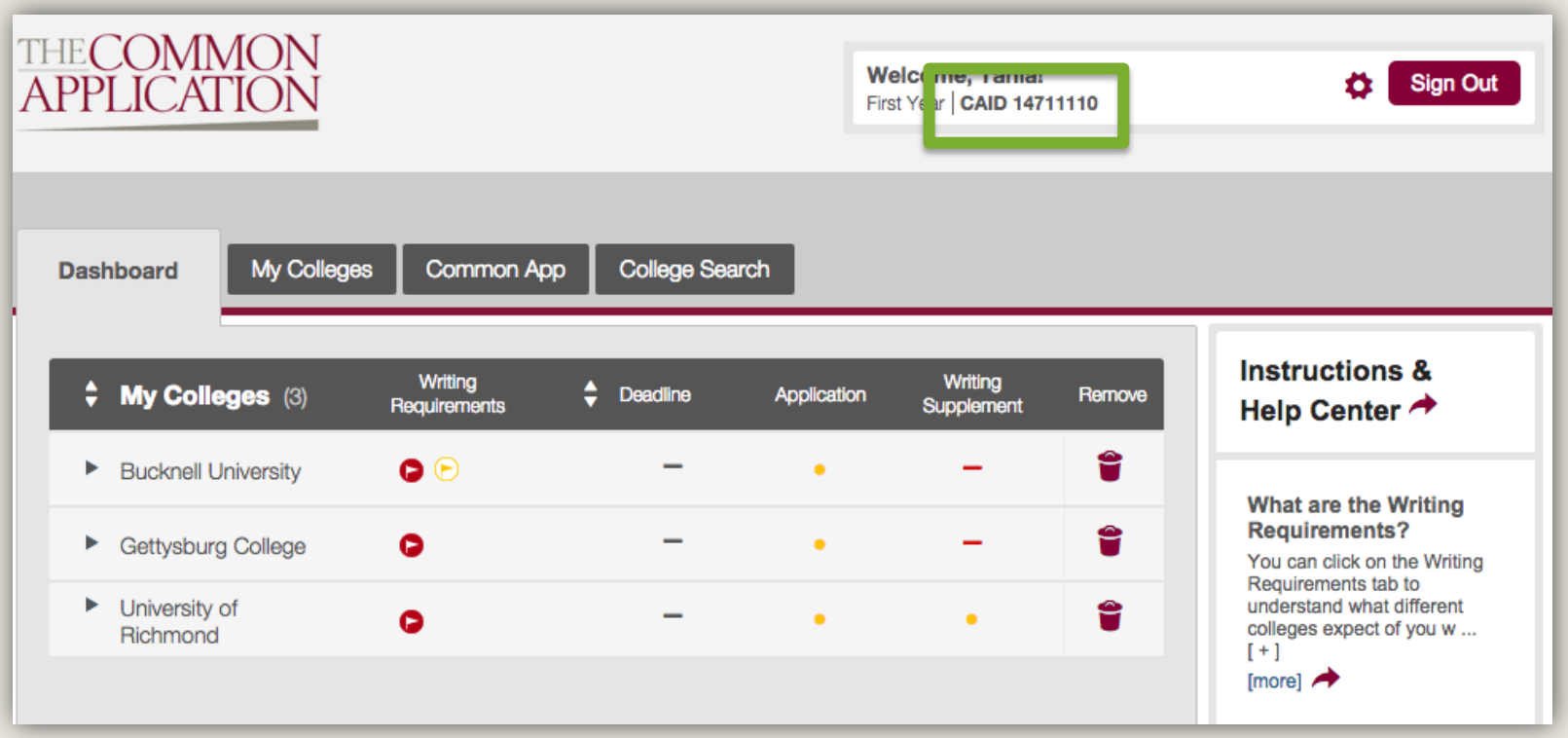
Welcome to your account



Pro-tip: Welcome message appears during your first account sign-in and until you add a college.

ready

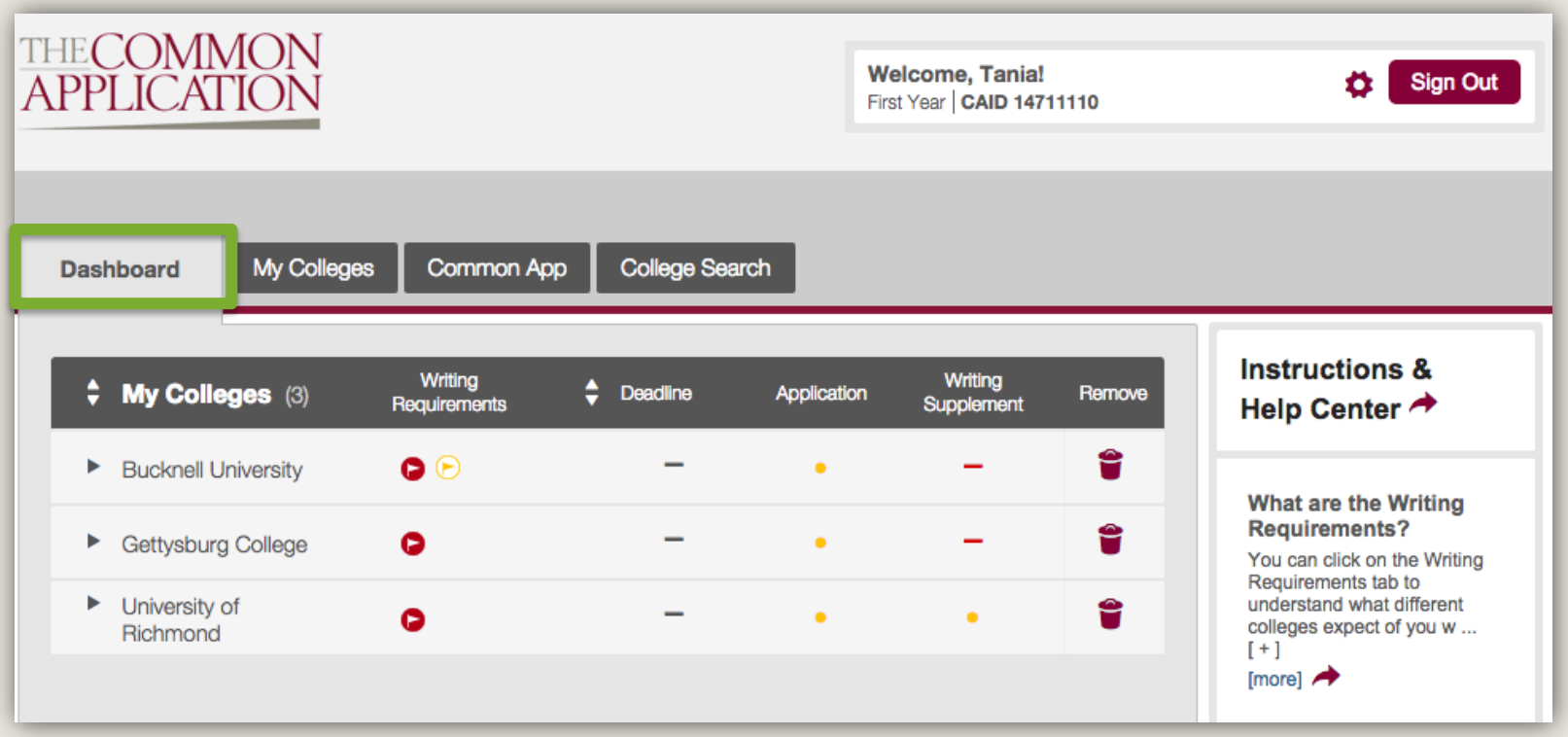
Get to know the Common App



Pro-tip: Your Common App ID is a unique identifier that will help colleges match your application with supporting documents.

ready

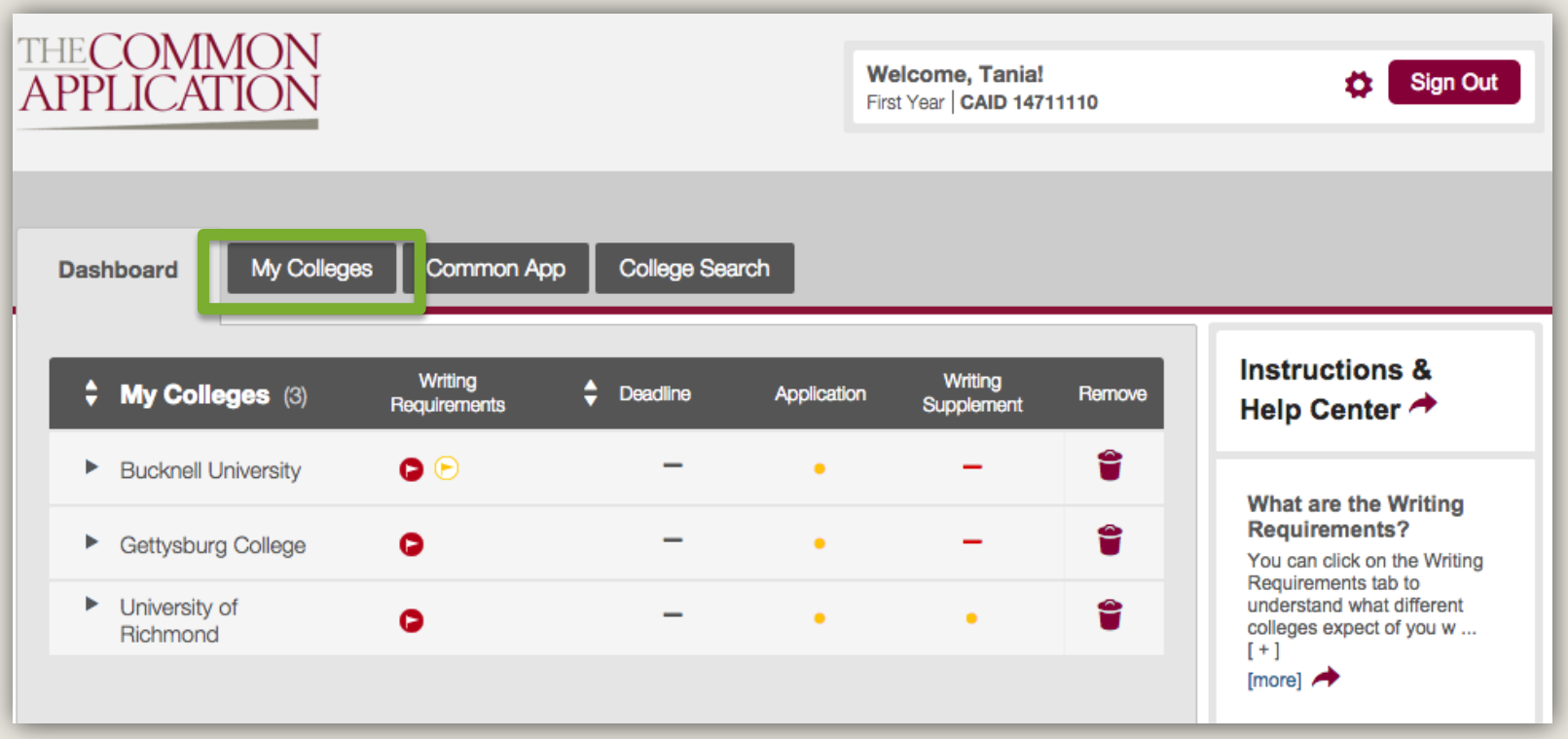
Get to know the Common App



Pro-tip: The Dashboard provides a snapshot of all your colleges.

ready

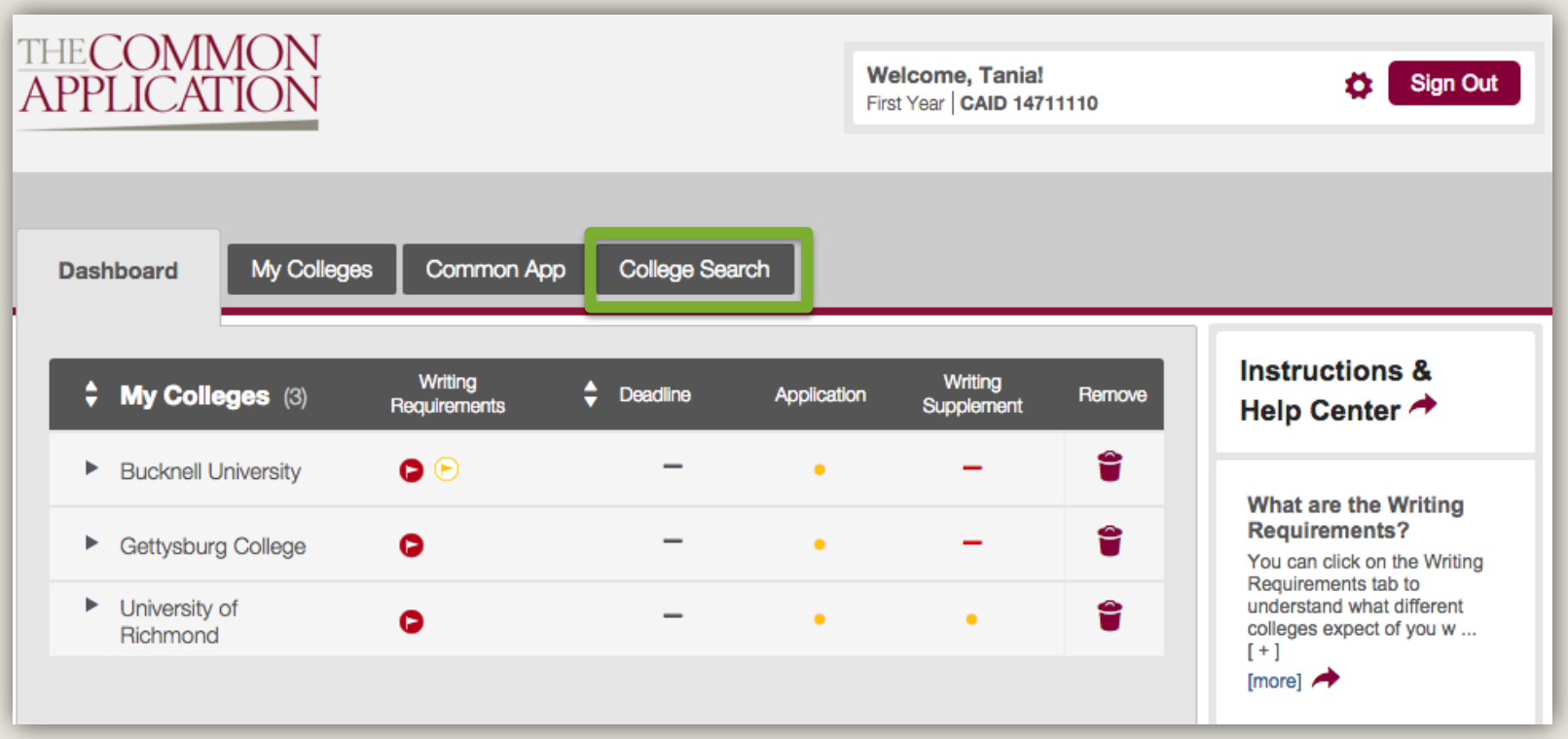
Get to know the Common App



Pro-tip: My Colleges lists detailed information and requirements for all of your colleges.

ready

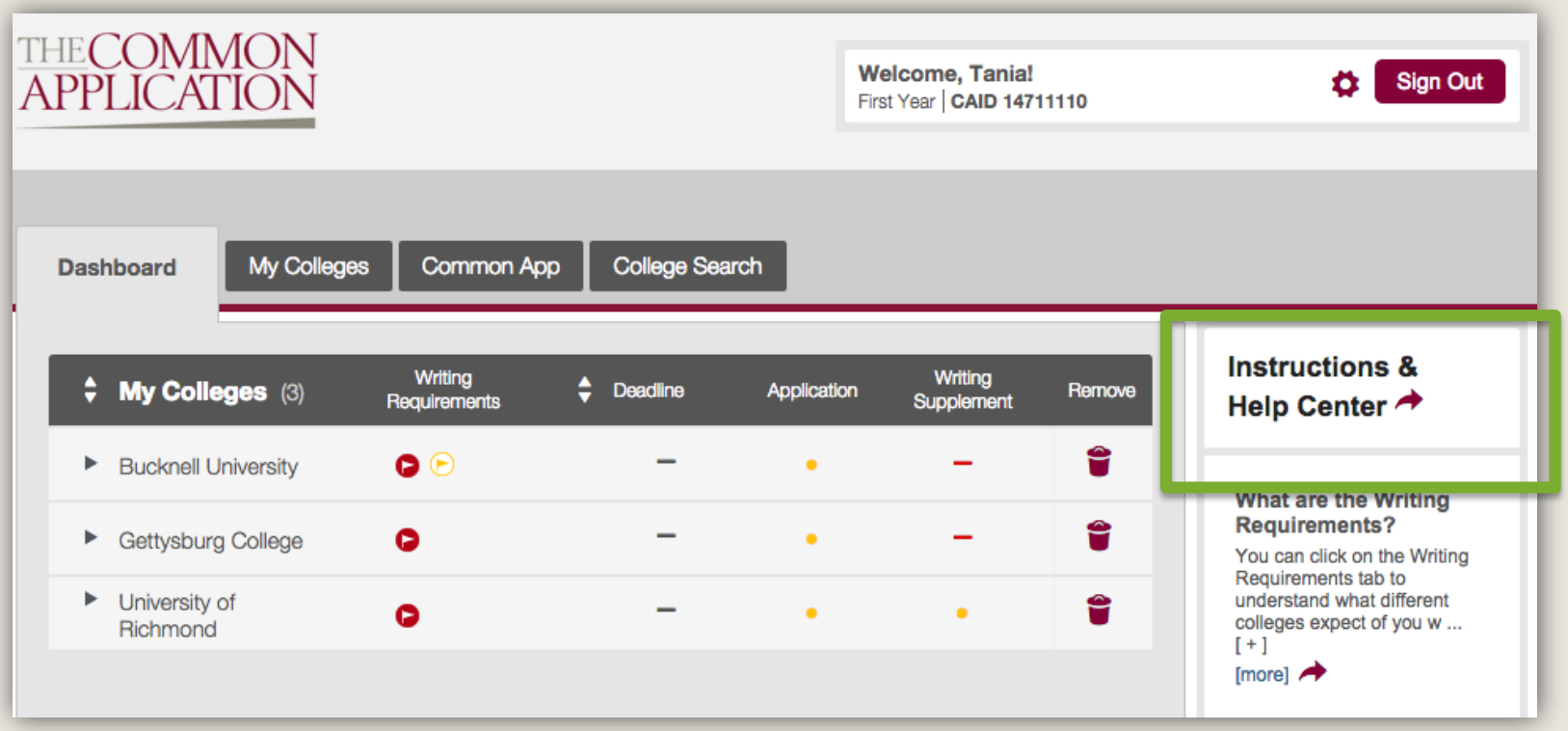
Get to know the Common App



Pro-tip: The College Search tab is used to search for colleges that you would like to add to your My Colleges list.

ready

Get to know the Common App



Pro-tip: The Instructions and Help Center link appears in the same place on every page of your application. Help is available when you need it, where you need it, 24/7/365.

ready

Information you'll need to begin

- Your Naviance login information
- Copy of your high school transcript
- List of senior year courses
- List of your activities, work, and family obligations
- Standardized test scores and dates
- Parent/guardian educational history and occupation/employer information
- Sibling grade level and educational information

Applicant Solutions Center

Help when you need it, where you need it

24/7
Every day of the year

FAQs
Videos
Chat
Email

https://appsupport.commonapp.org

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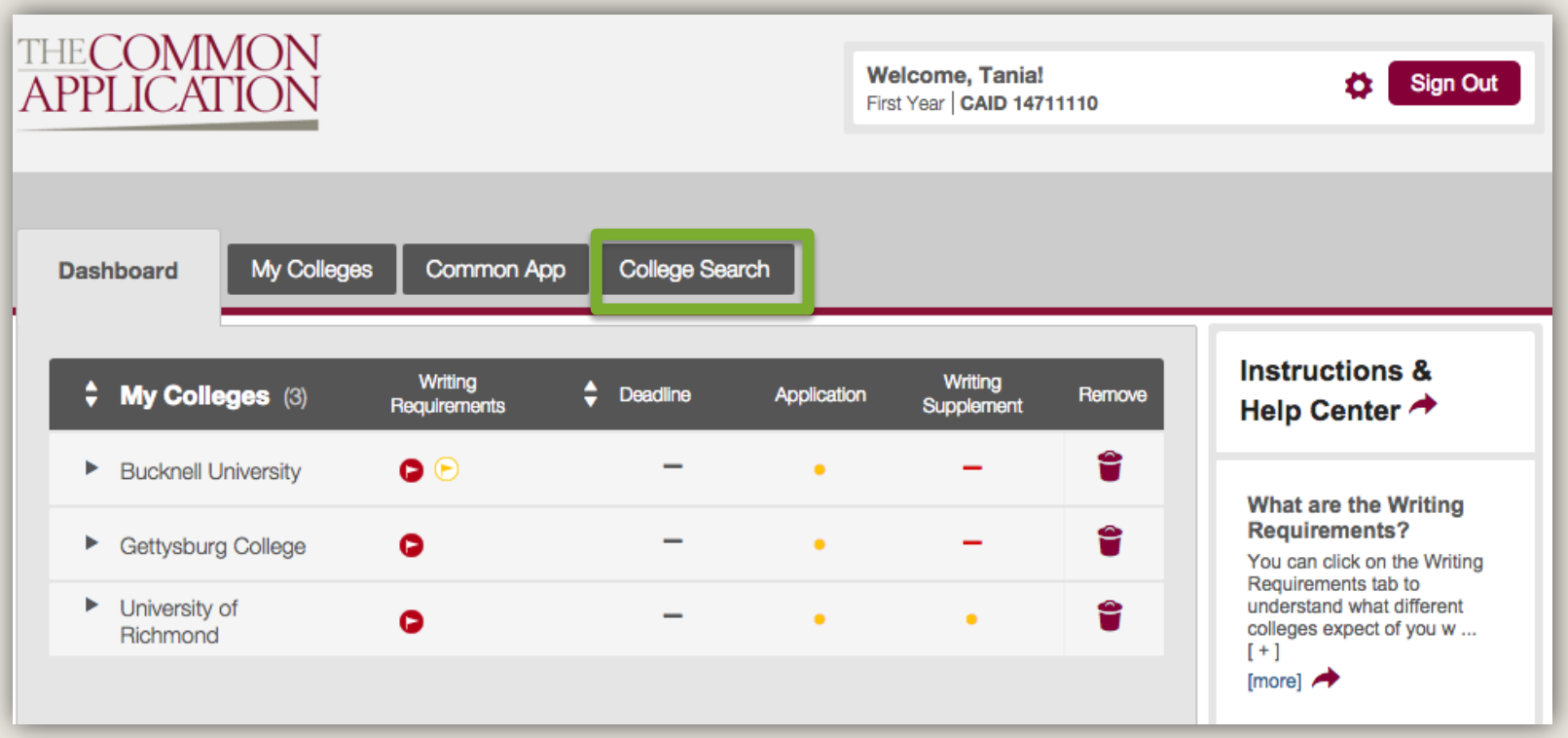
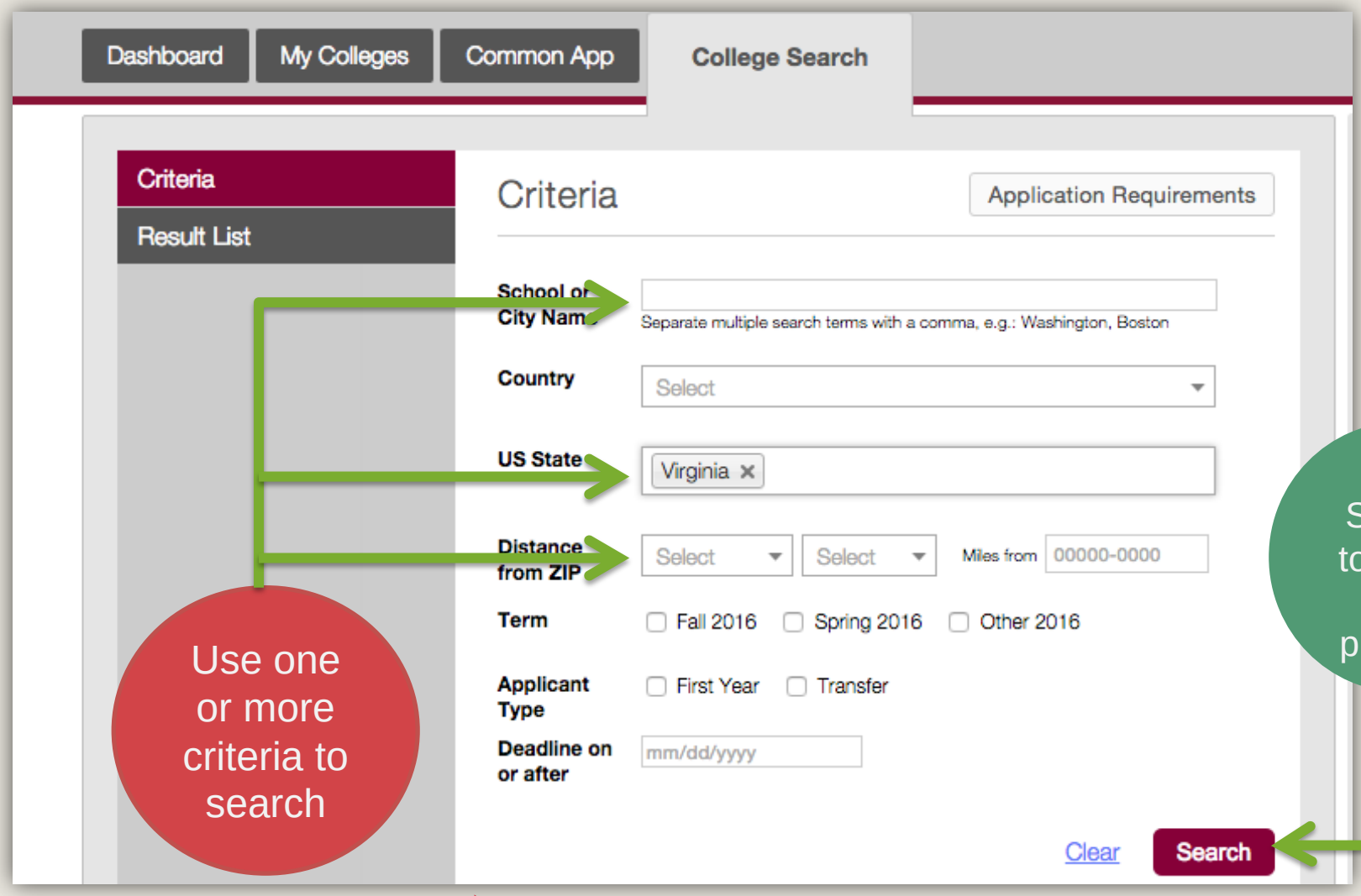
SEARCHING FOR & ADDING COLLEGES

Navigate to the College Search tab



Select criteria to search



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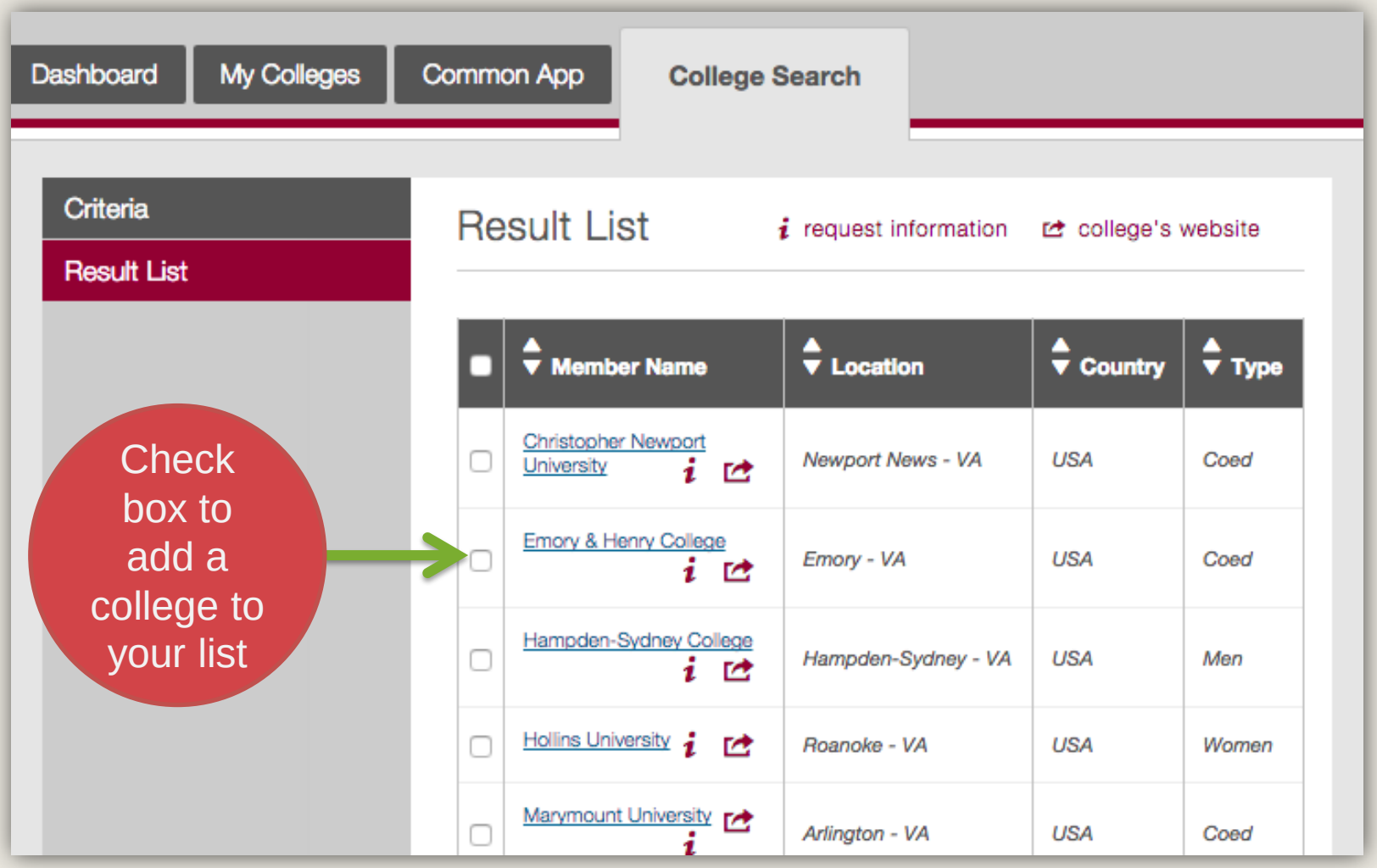
Review Result List…



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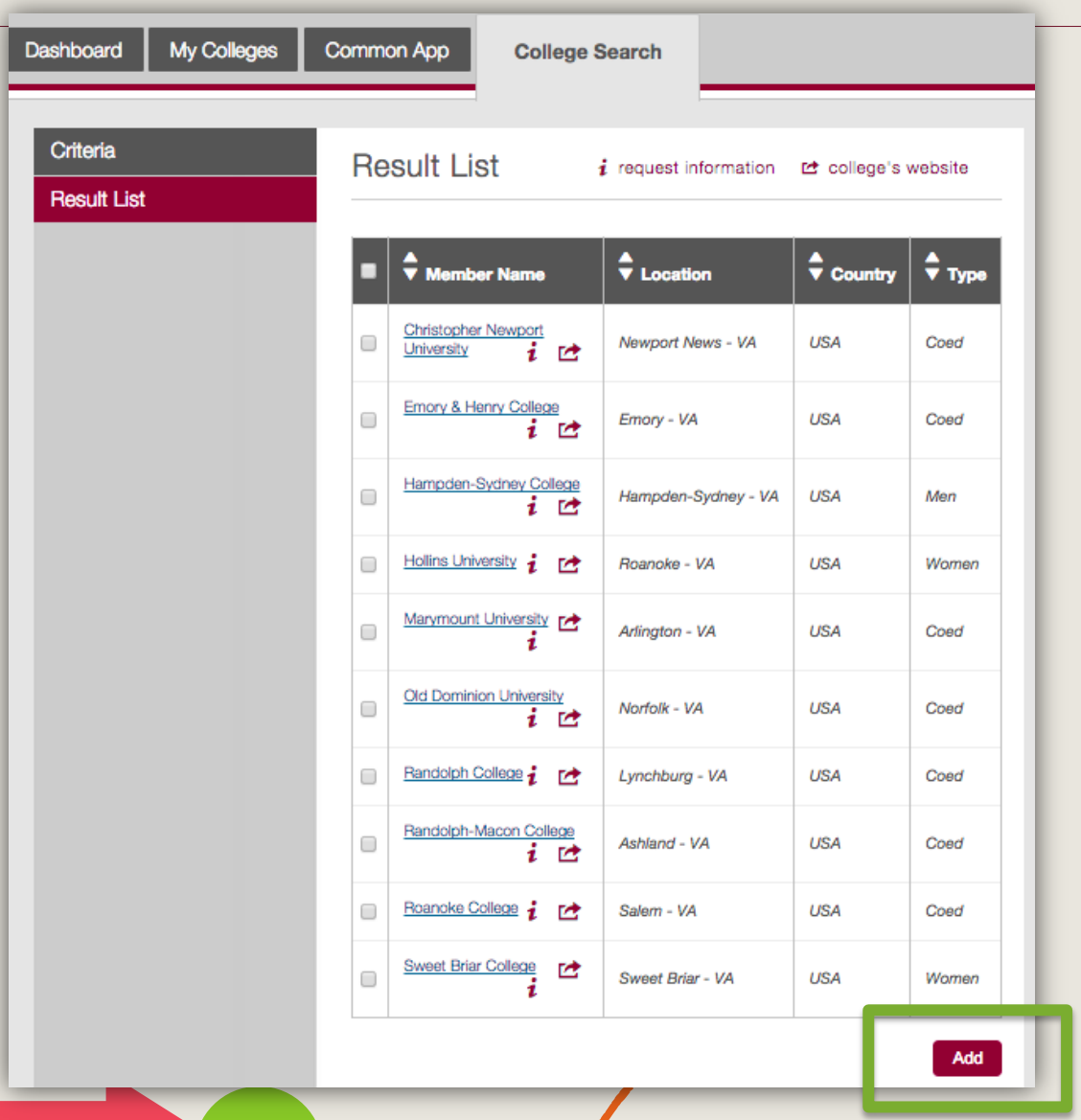
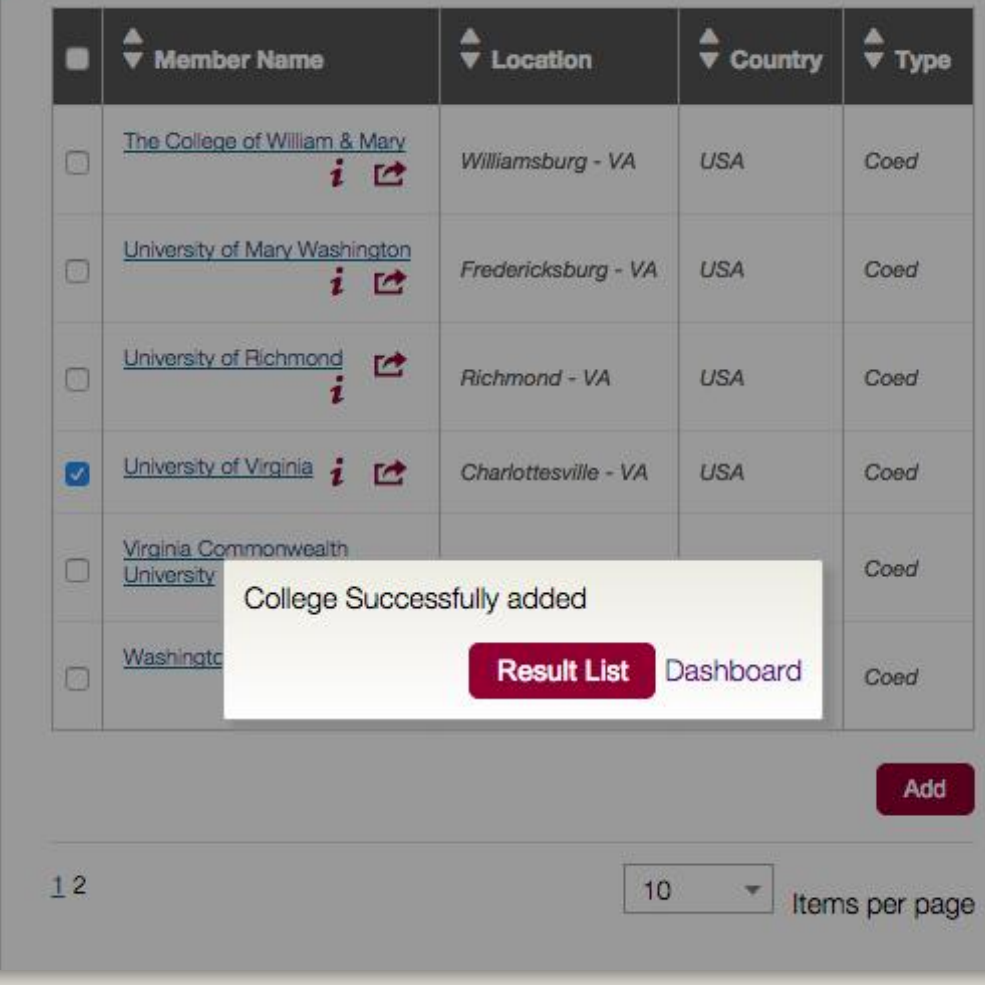
…then click Add…



ready

…and success!

Make sure the colleges you have listed match your list in Naviance!



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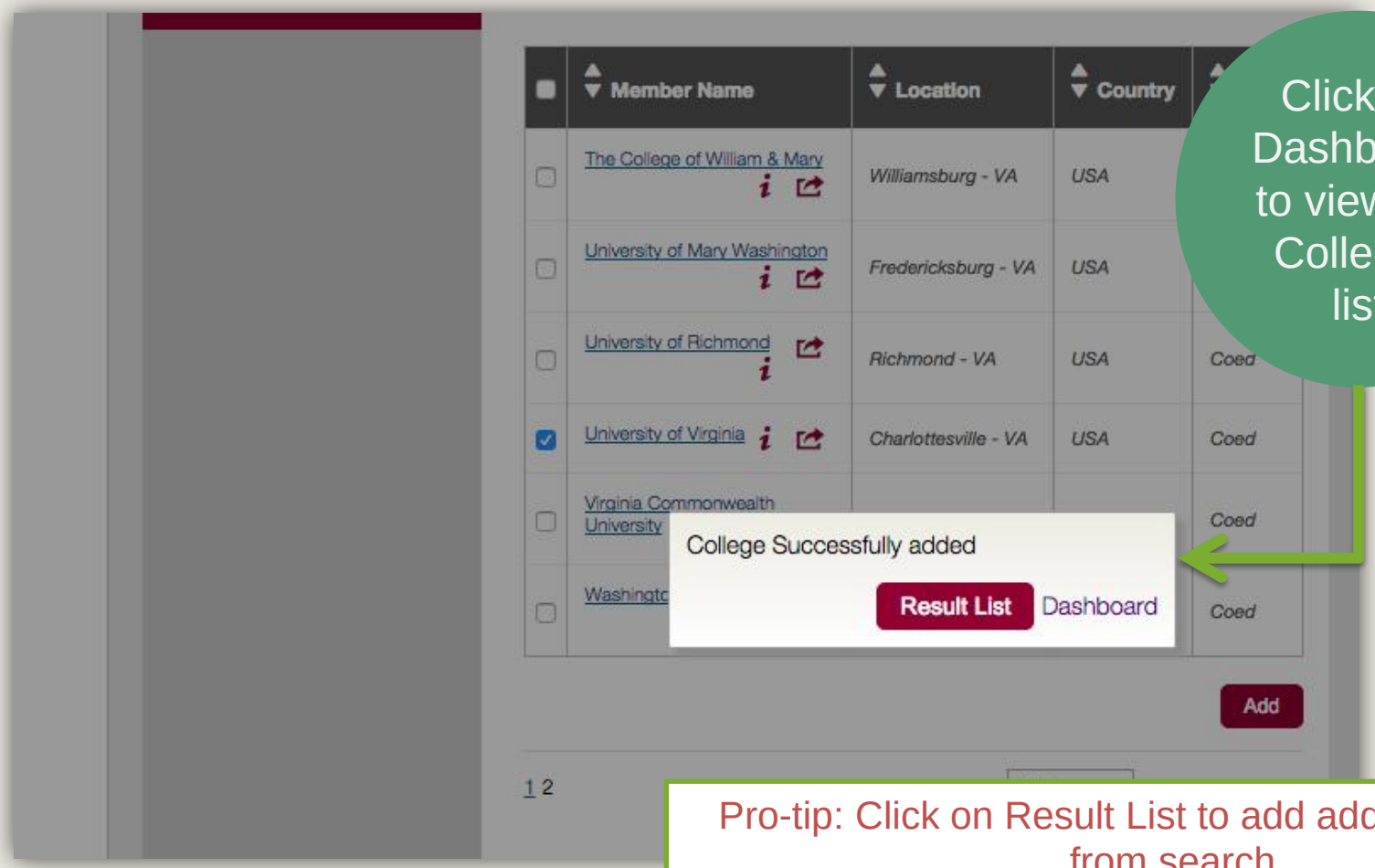
Return to Dashboard



Click on Dashboard to view My Colleges list

Pro-tip: Click on Result List to add additional colleges from search.

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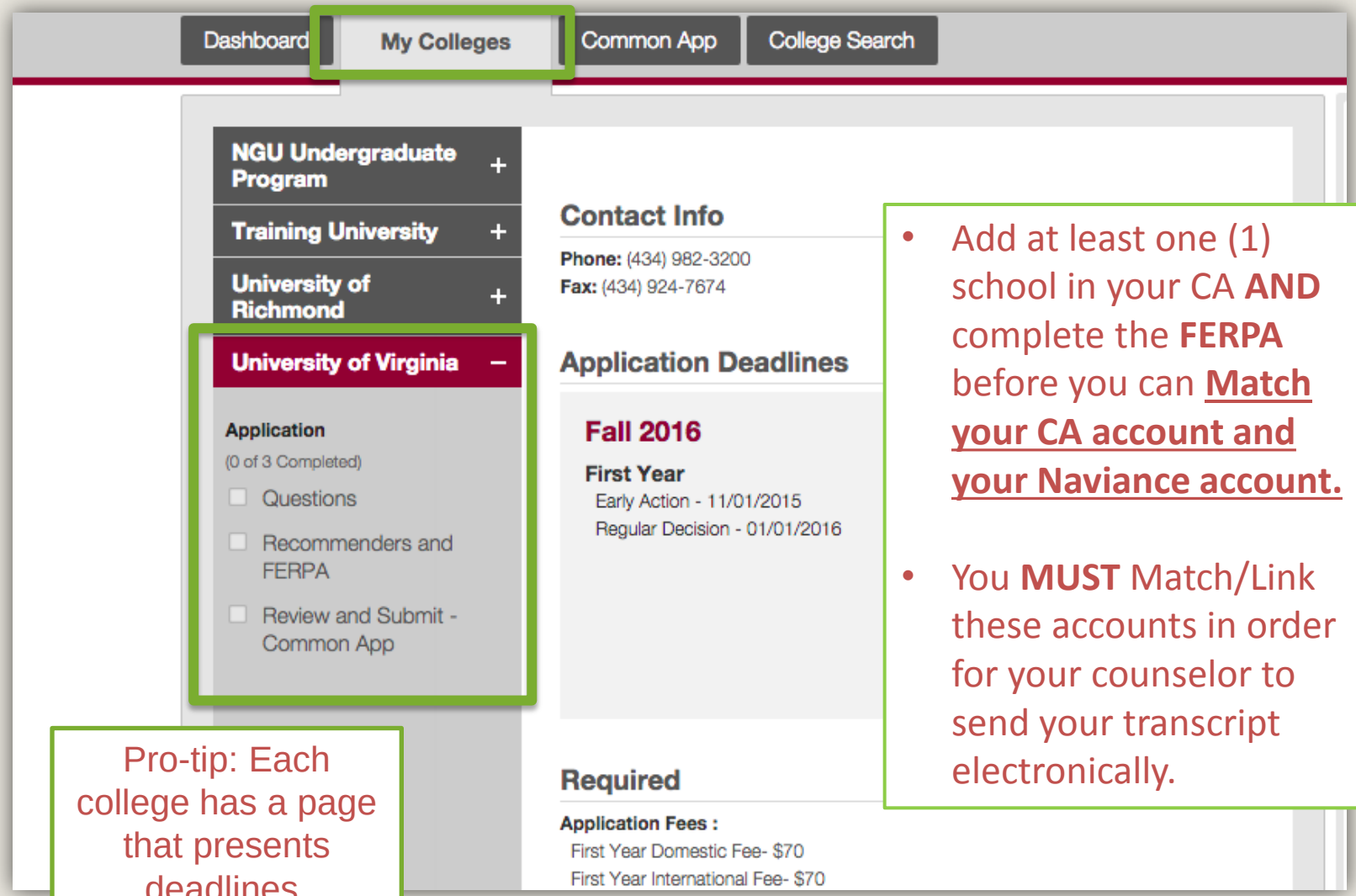
Navigate to My Colleges



- Add at least one (1) school in your CA **AND** complete the **FERPA** before you can **Match your CA account and your Naviance account.**
- You **MUST** Match/Link these accounts in order for your counselor to send your transcript electronically.

Pro-tip: Each college has a page that presents deadlines, requirements, and college-specific questions.

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Naviance Matching for Common App

- Click on the link below to view a tutorial on the matching process:
  - https://vimeo.com/102639828

- Your Common App email does **not** need to match your Naviance or school email. We recommend you use a **personal** email in case you need to access CA after graduation.

- To Match, you will be asked to enter your Common App email and date of birth. Make sure you use your legal name not a nickname.
  - The email you used when you created your account.

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Recommenders in Common App & Naviance

- You will **NOT** be able to assign Counselor or Teacher recommendations using the Common App.
- The Common Application will display the counselor you are assigned to in Naviance at the time you do the account matching.
- If your counselor was updated or changed after you matched the Common App, ask your new counselor to submit your SR, or any other form. Note: the counselor information will update in the CA to show the new counselor.

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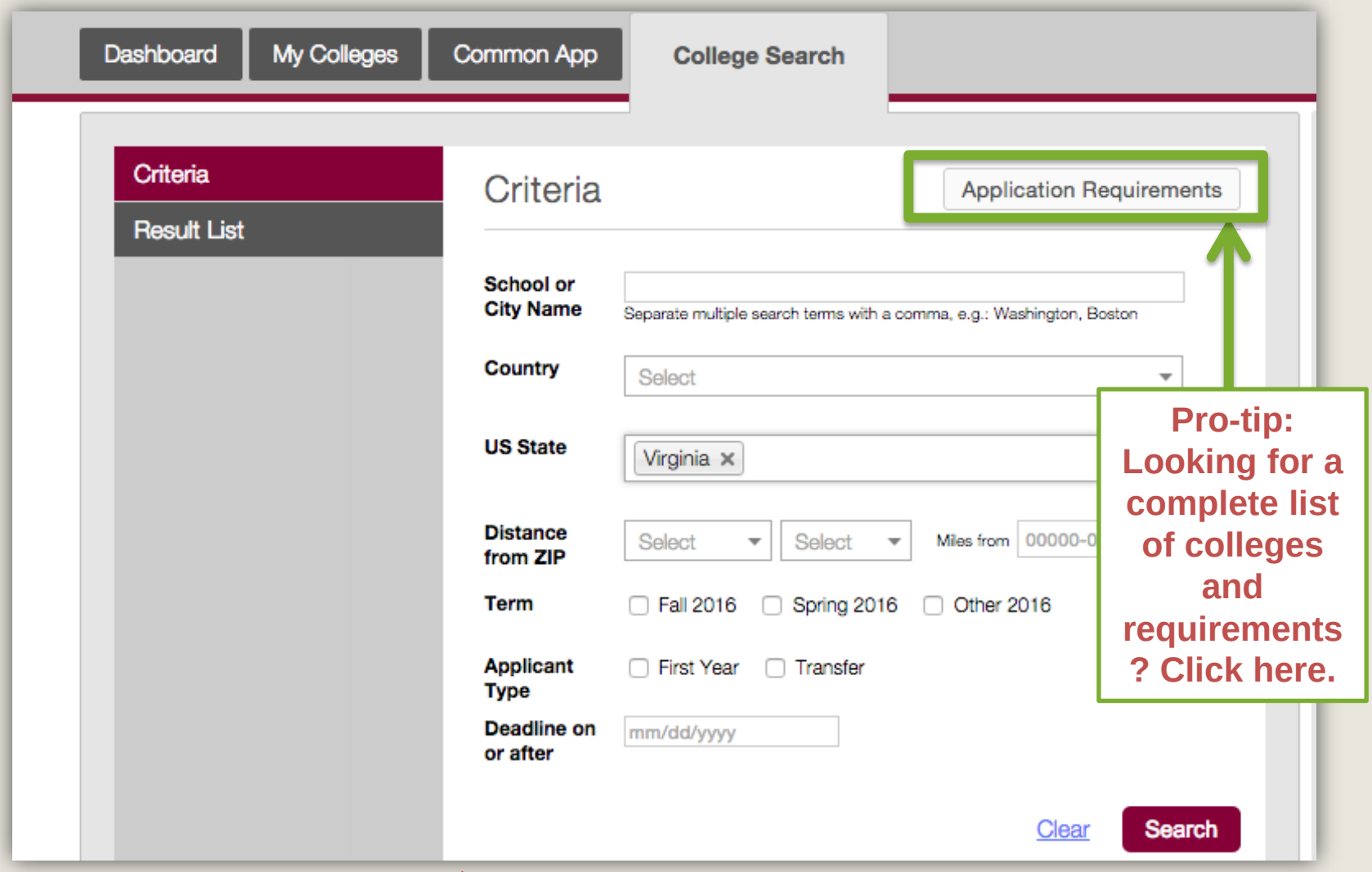
Application Requirements



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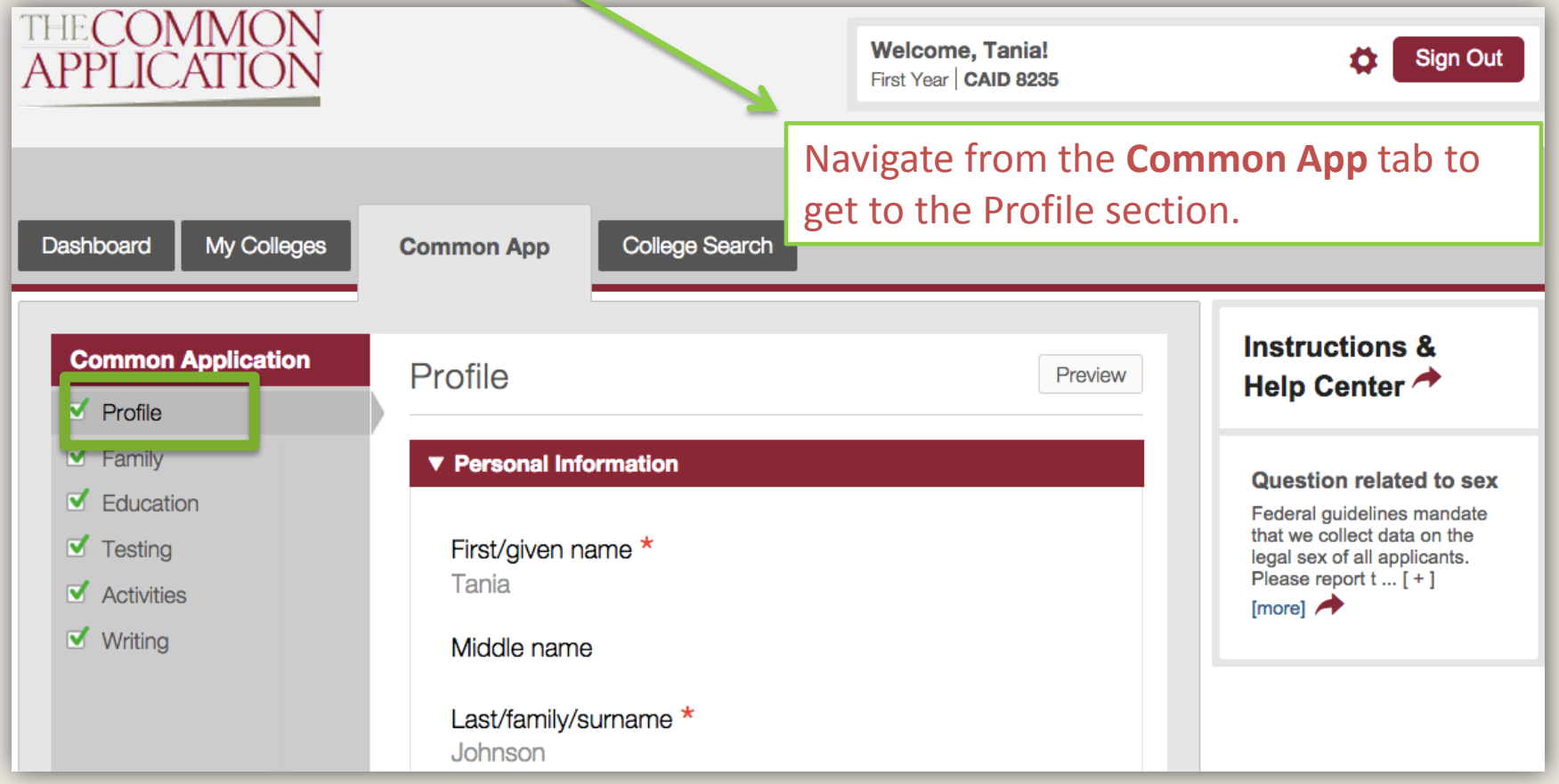
THE PROFILE SECTION

Profile Section overview



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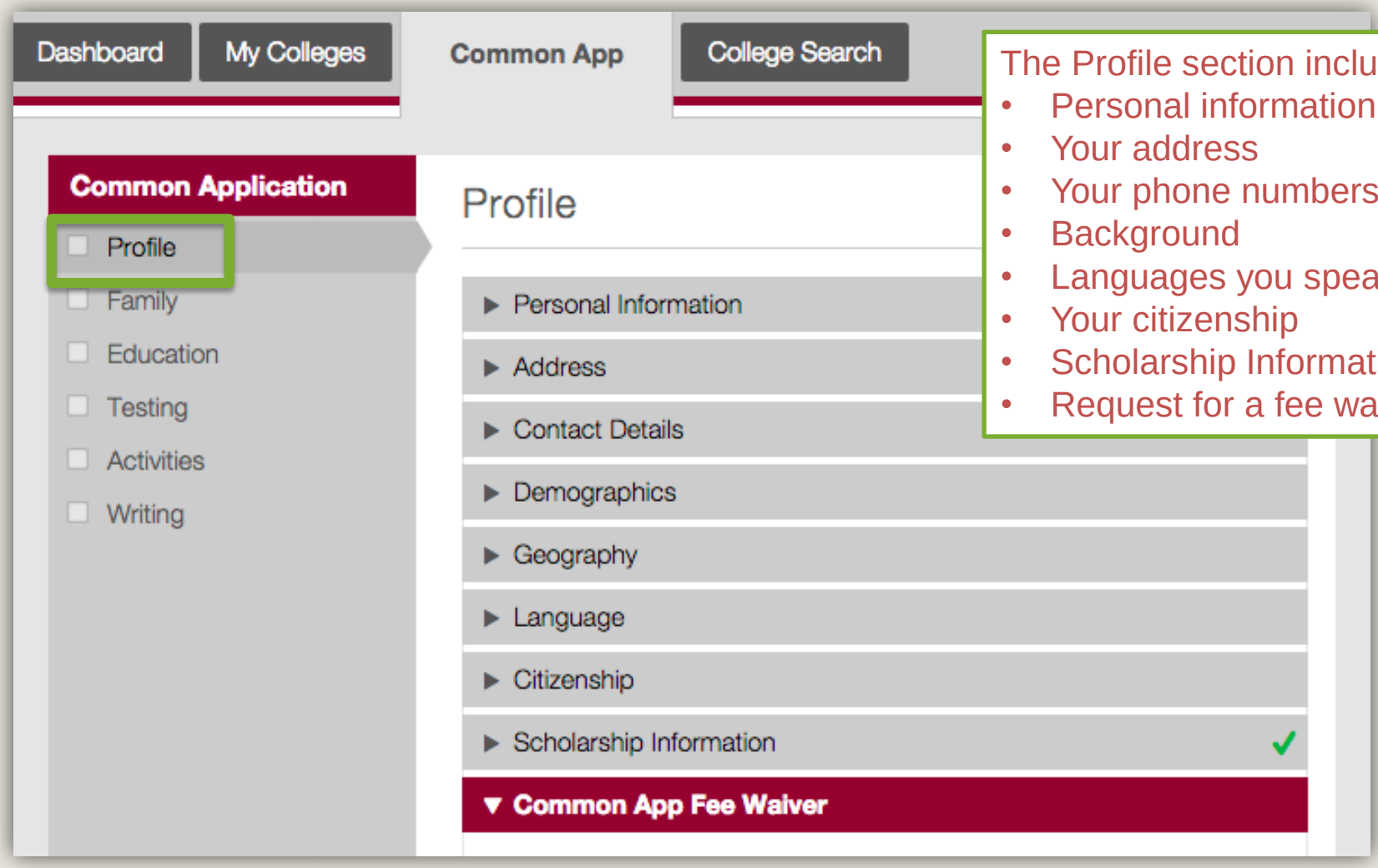
Profile Section overview



The Profile section includes:

- Personal information
- Your address
- Your phone numbers
- Background
- Languages you speak
- Your citizenship
- Scholarship Information
- Request for a fee waiver

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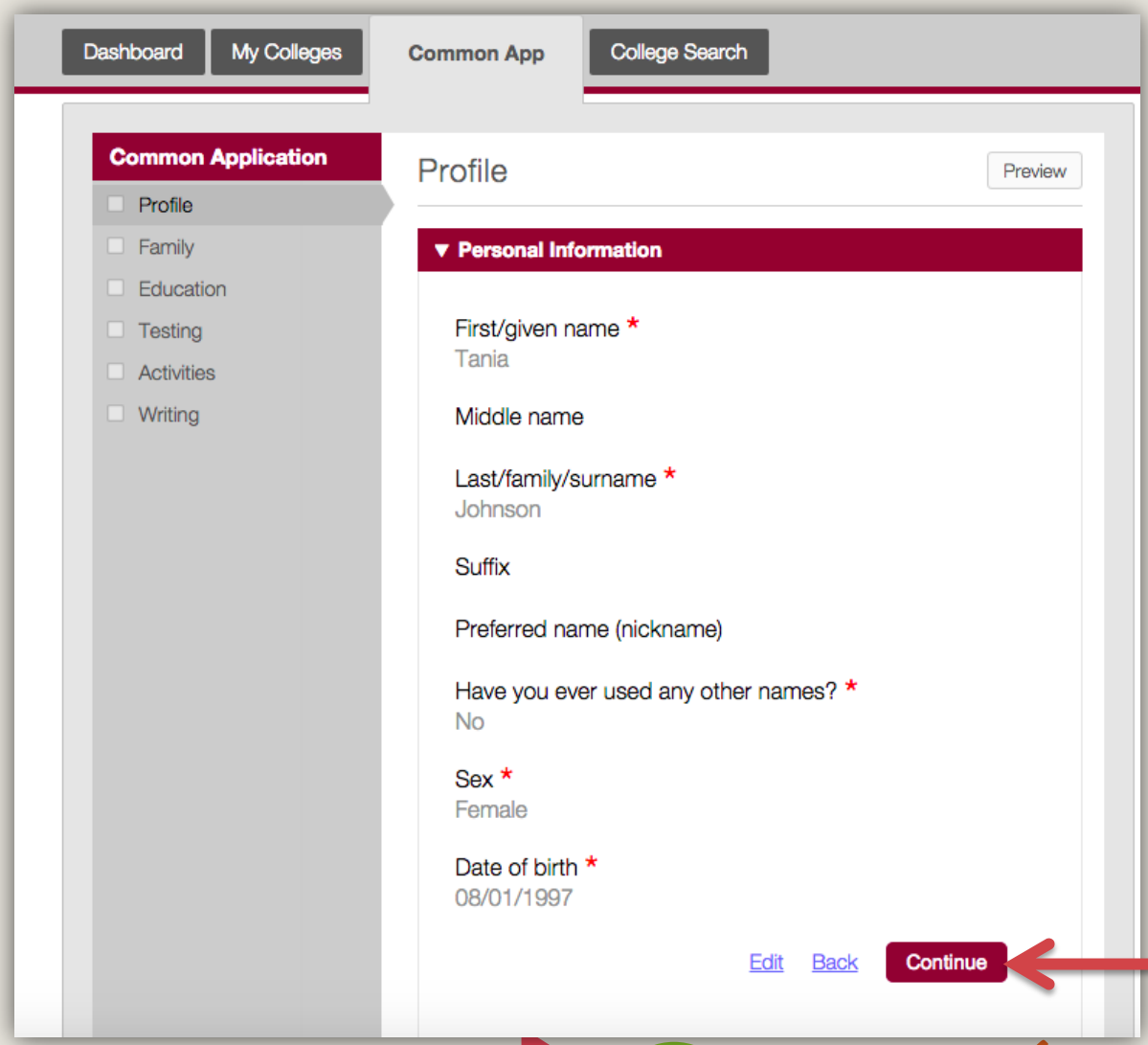
Personal Information



Pro-tip: Use your legal name so that colleges can match your application with standardized test scores and other documents.

Move between sections by clicking CONTINUE

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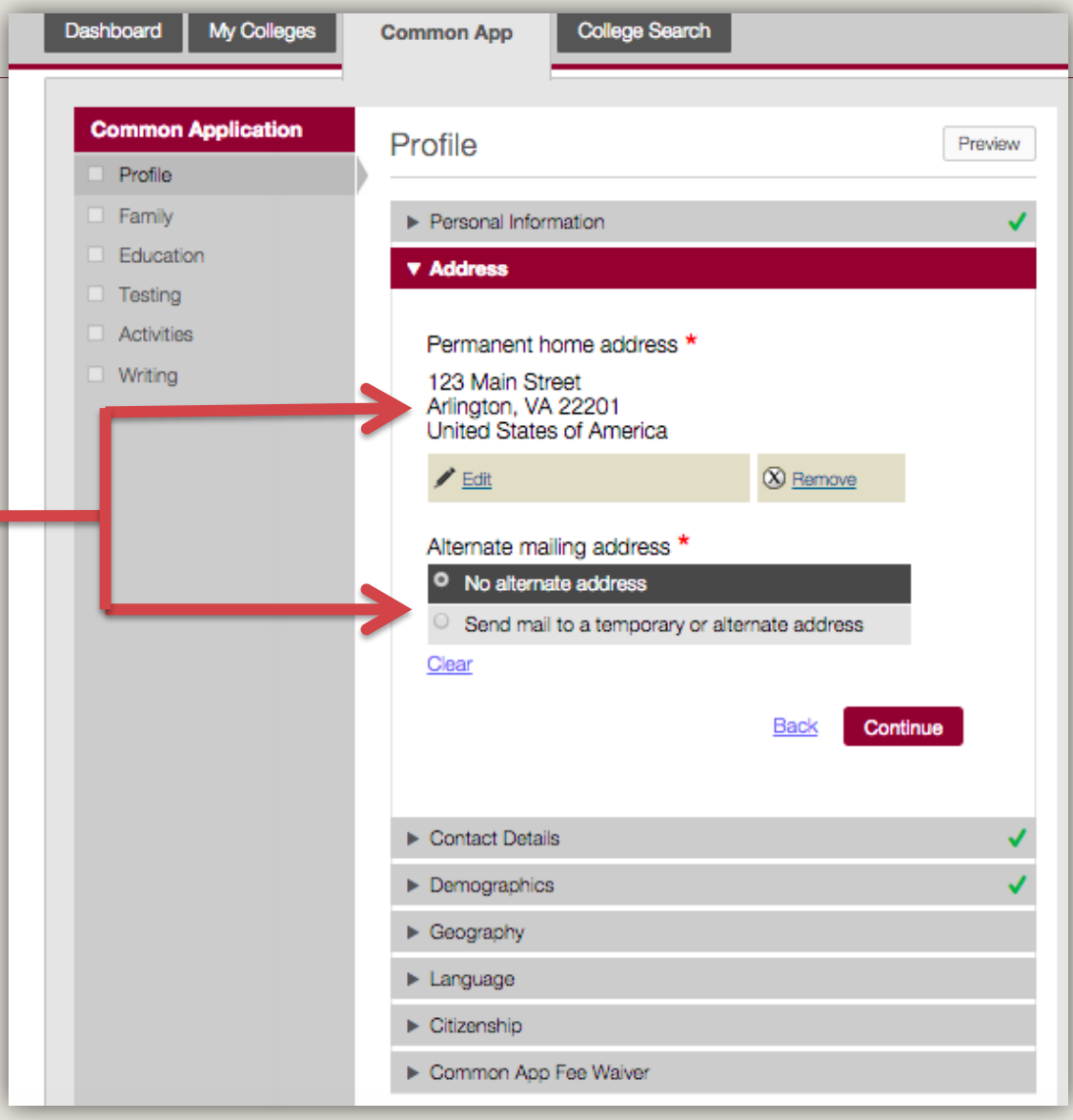
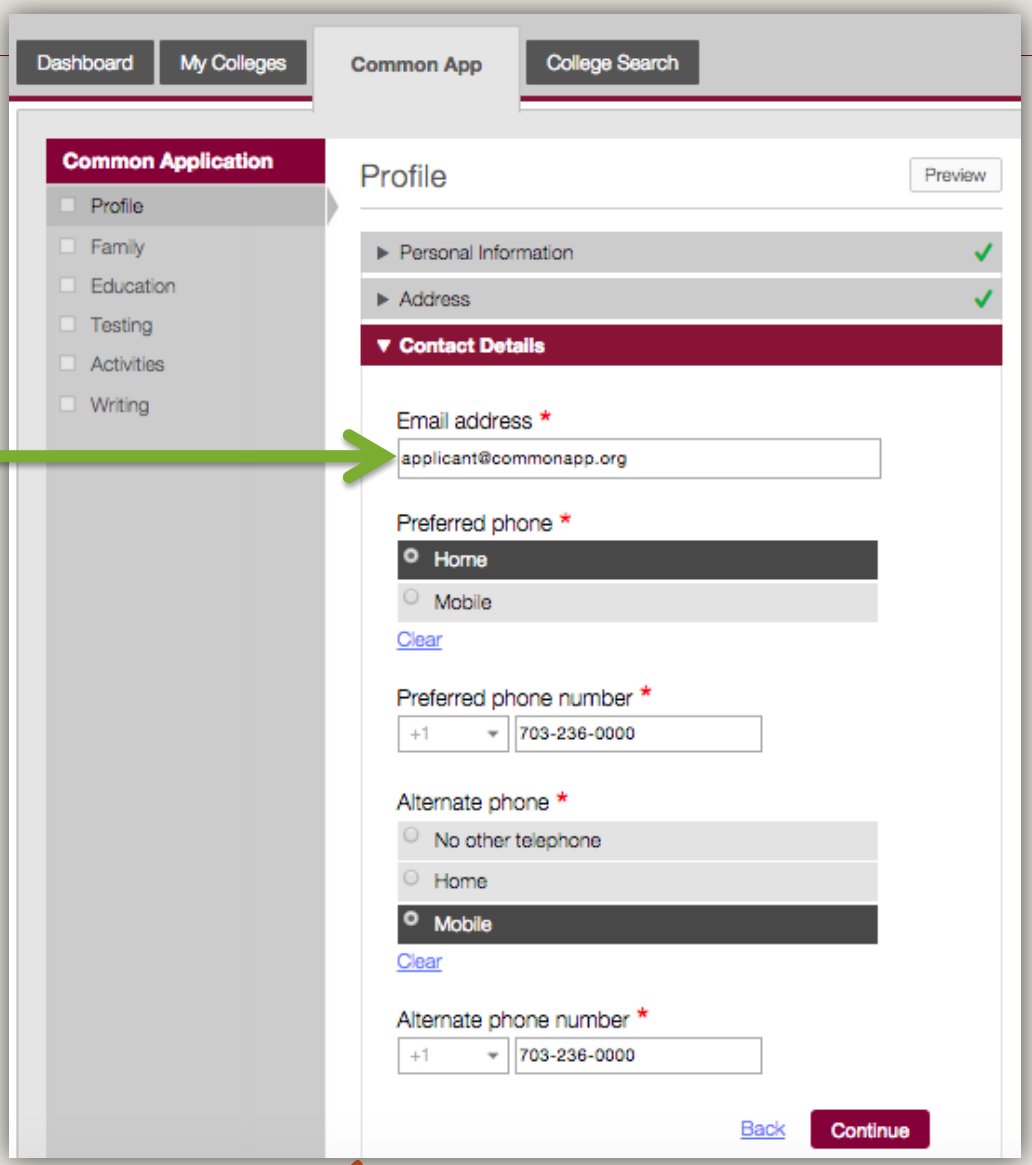
Address

Where do you want to receive your mail from colleges?



Contact Details



Email address defaults to the one you provided at registration.

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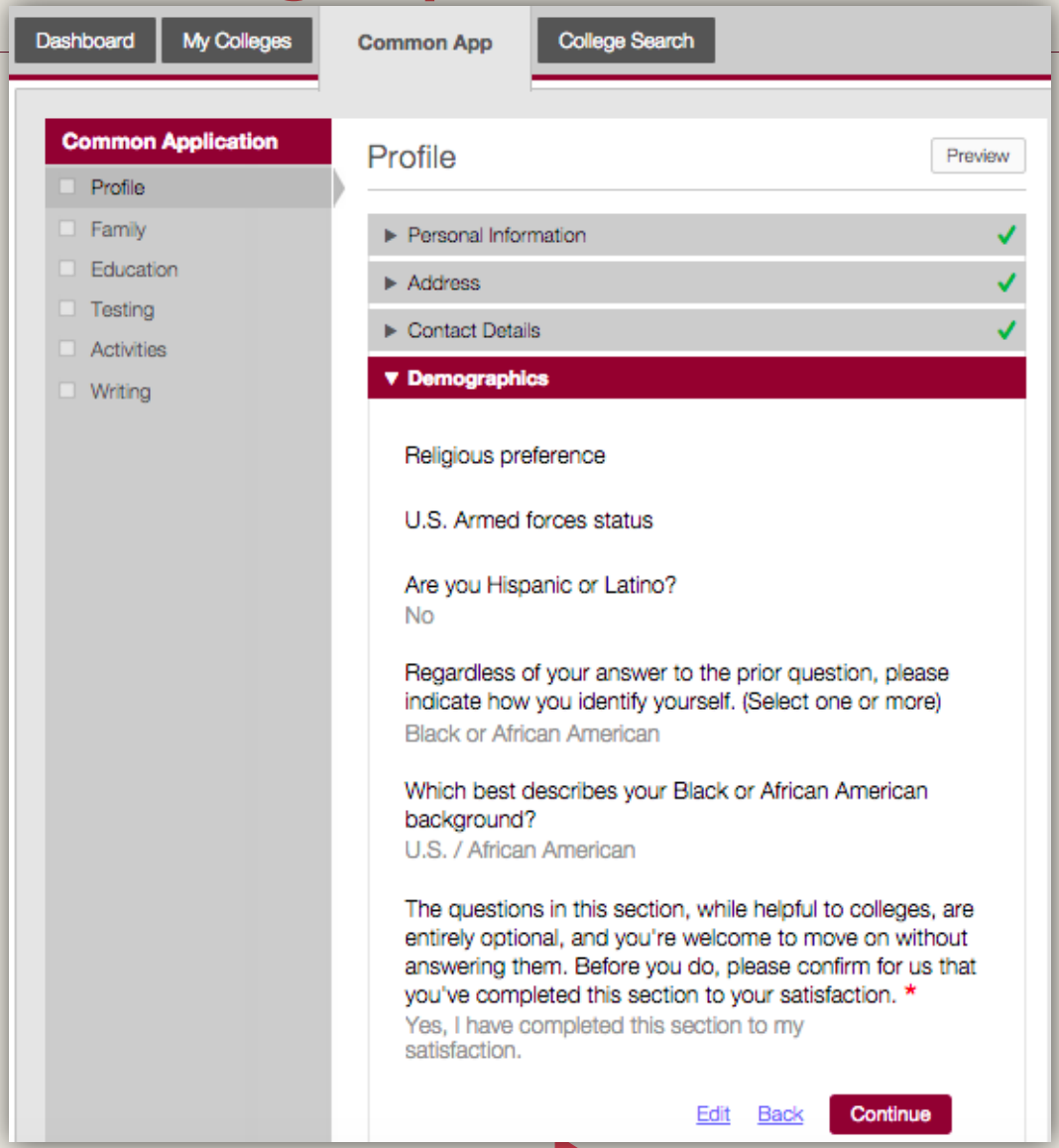
Demographics



This section is OPTIONAL but can be helpful to colleges.

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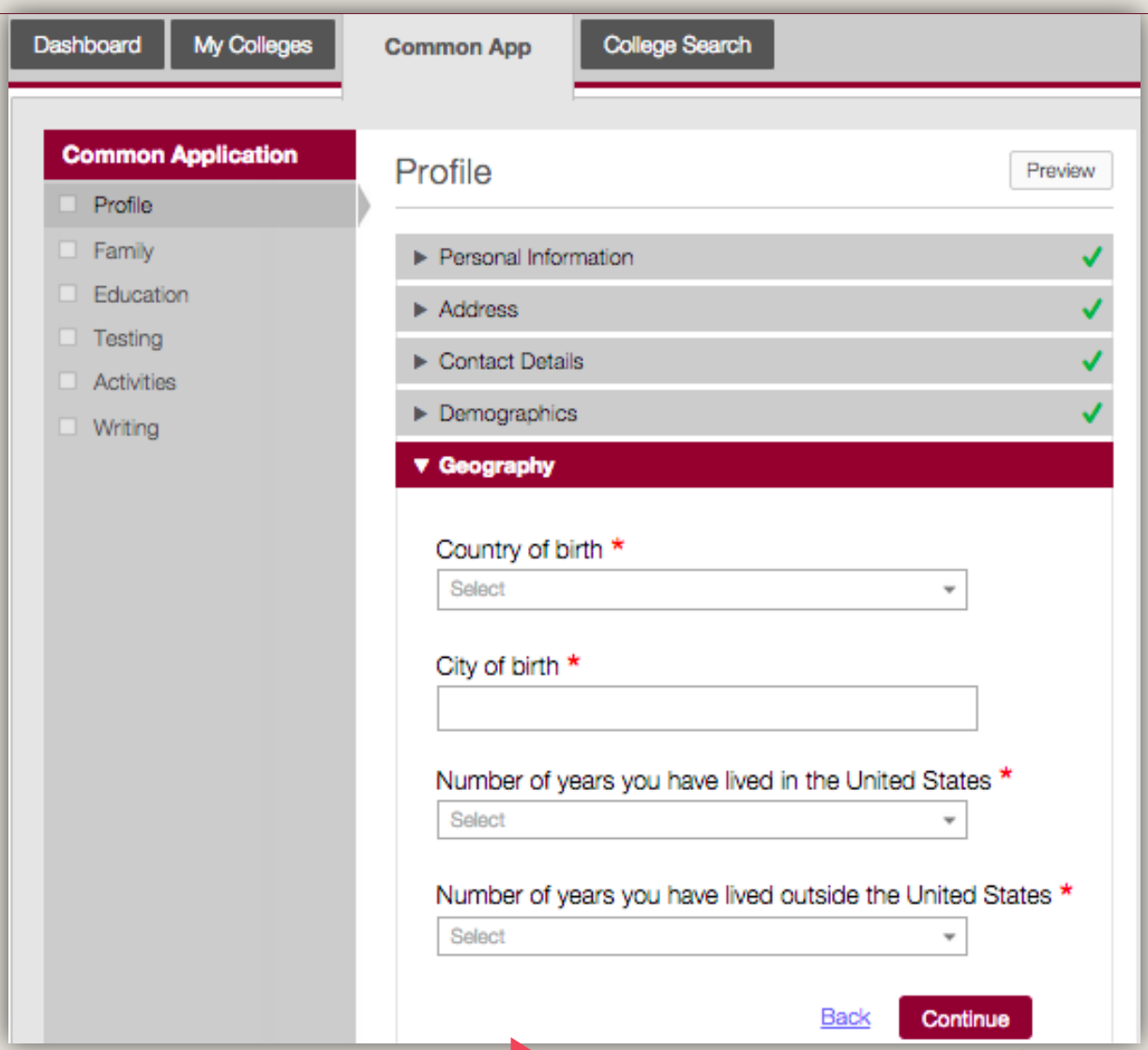
Geography



Tell colleges where you were born and where you have lived.

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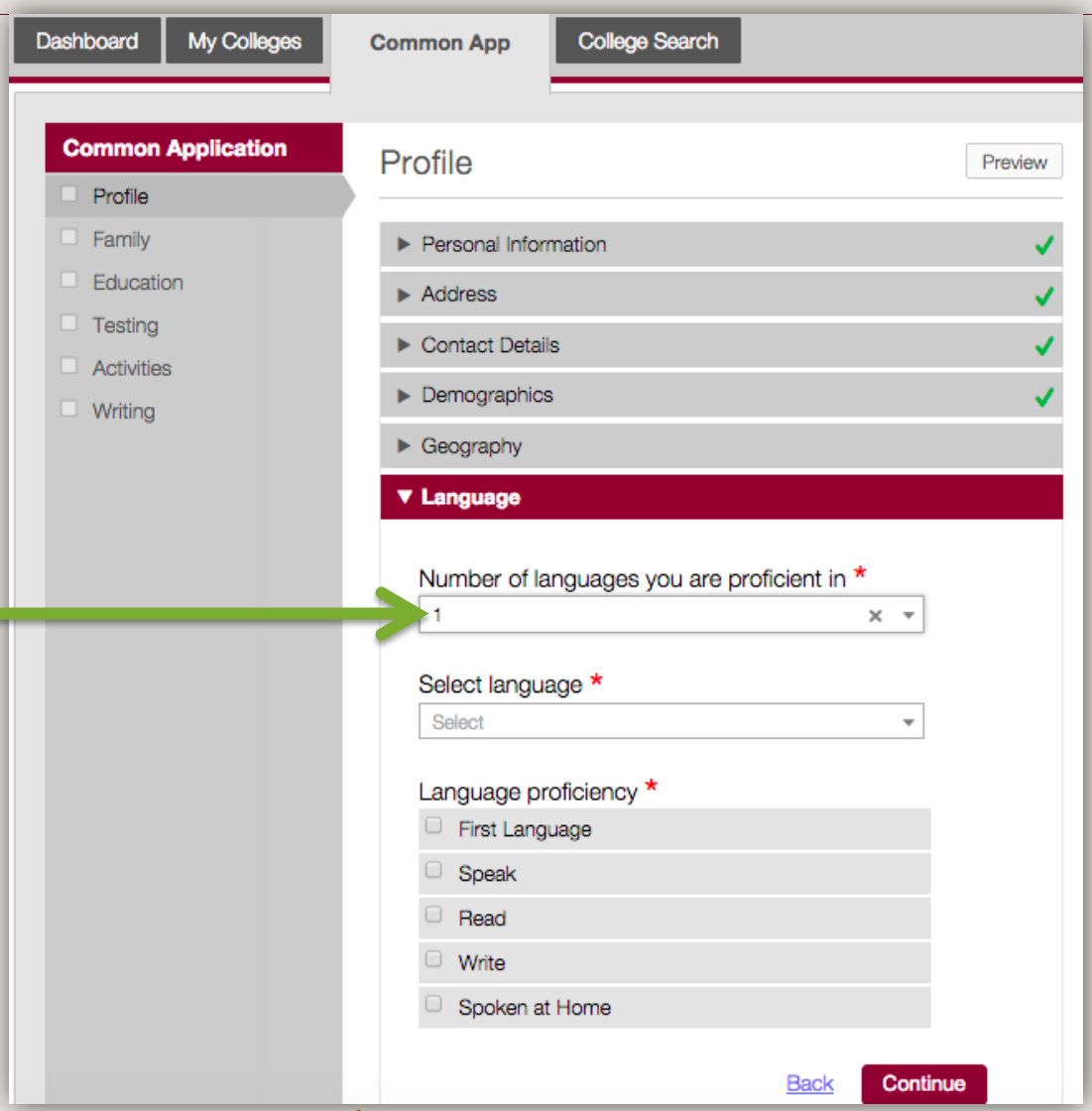
Language

How many languages do you speak?



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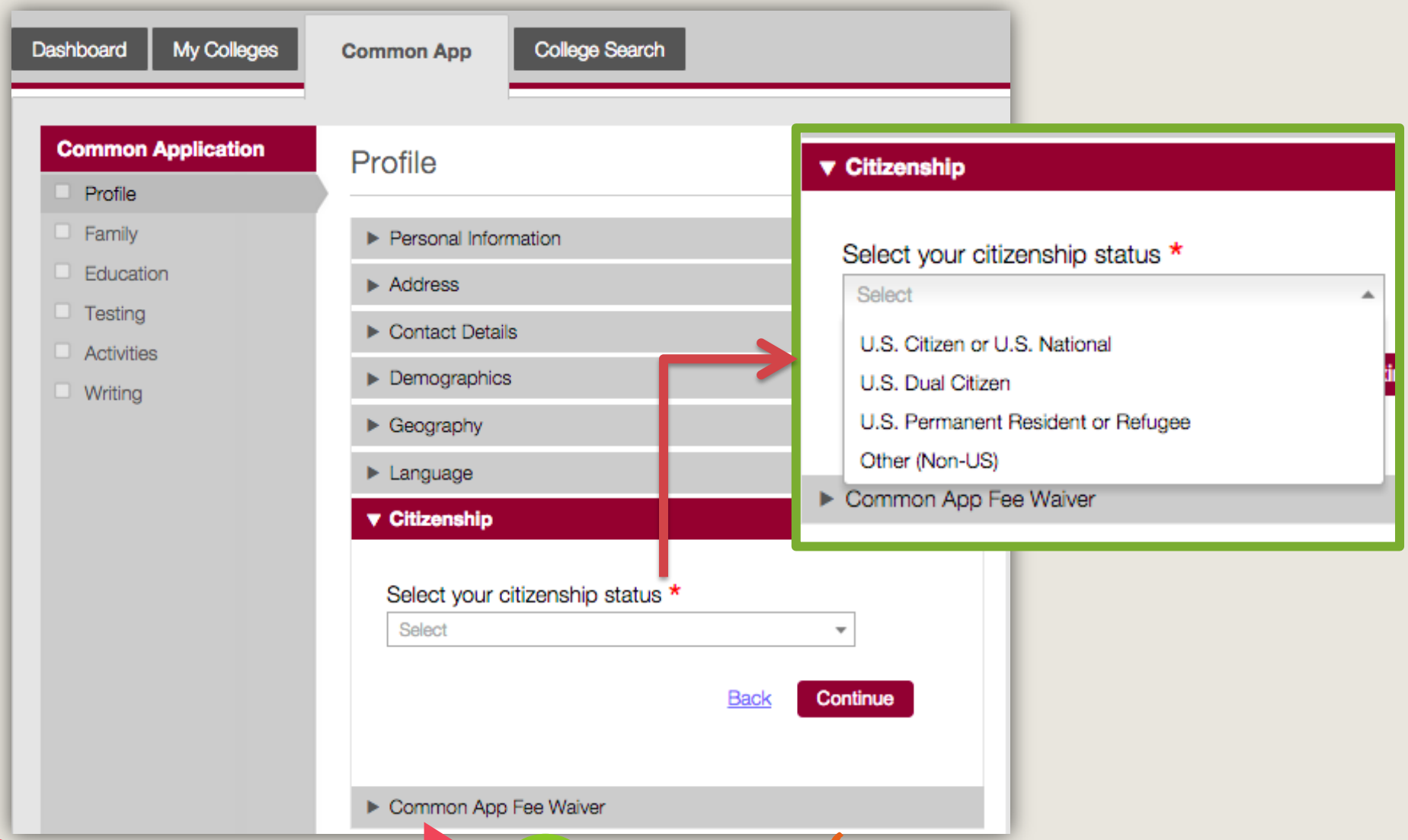
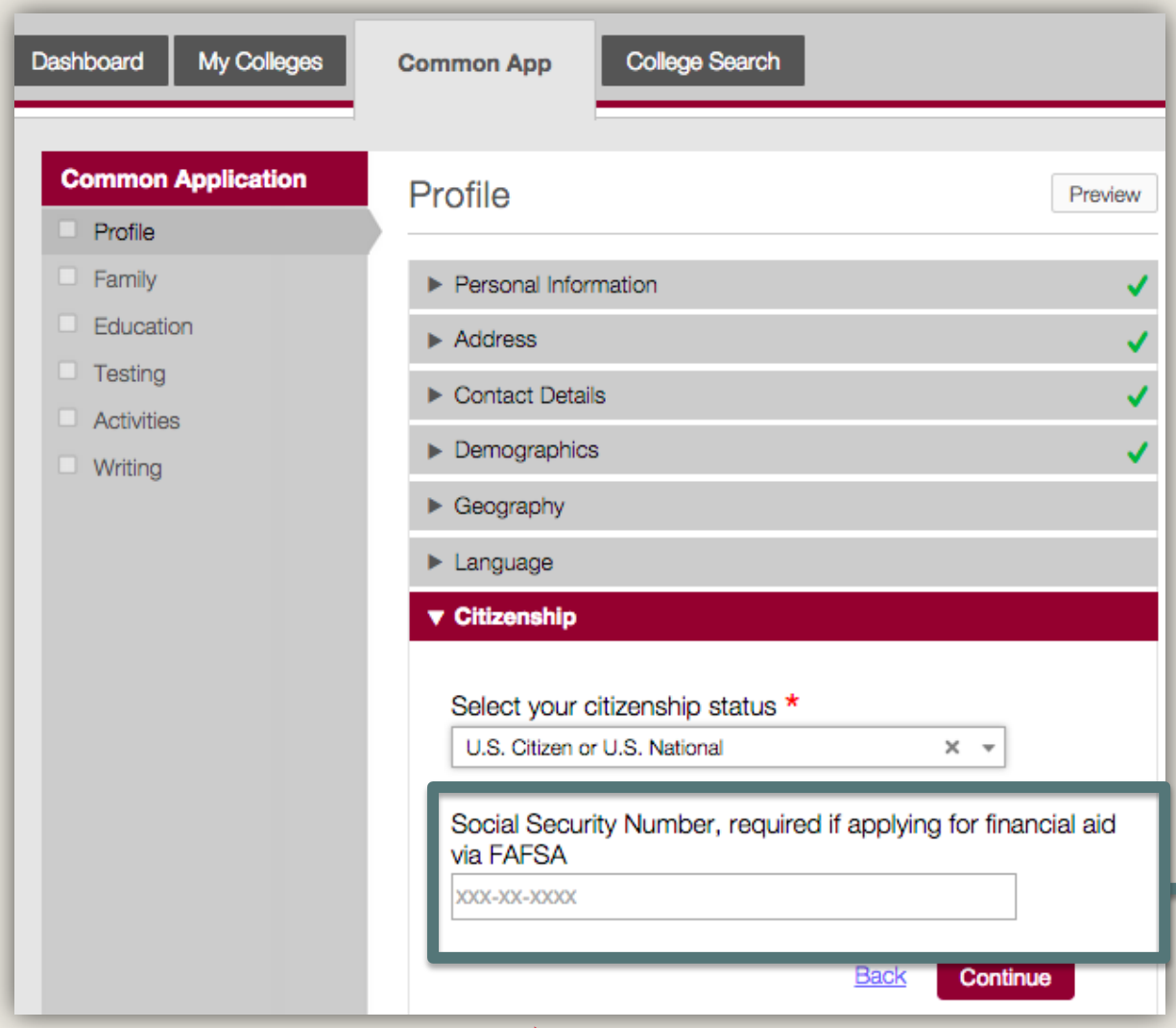
Citizenship



Citizenship



Pro-tip: Applying for financial aid? **Don't leave this blank.** Colleges need it to match your application to your financial aid documents.

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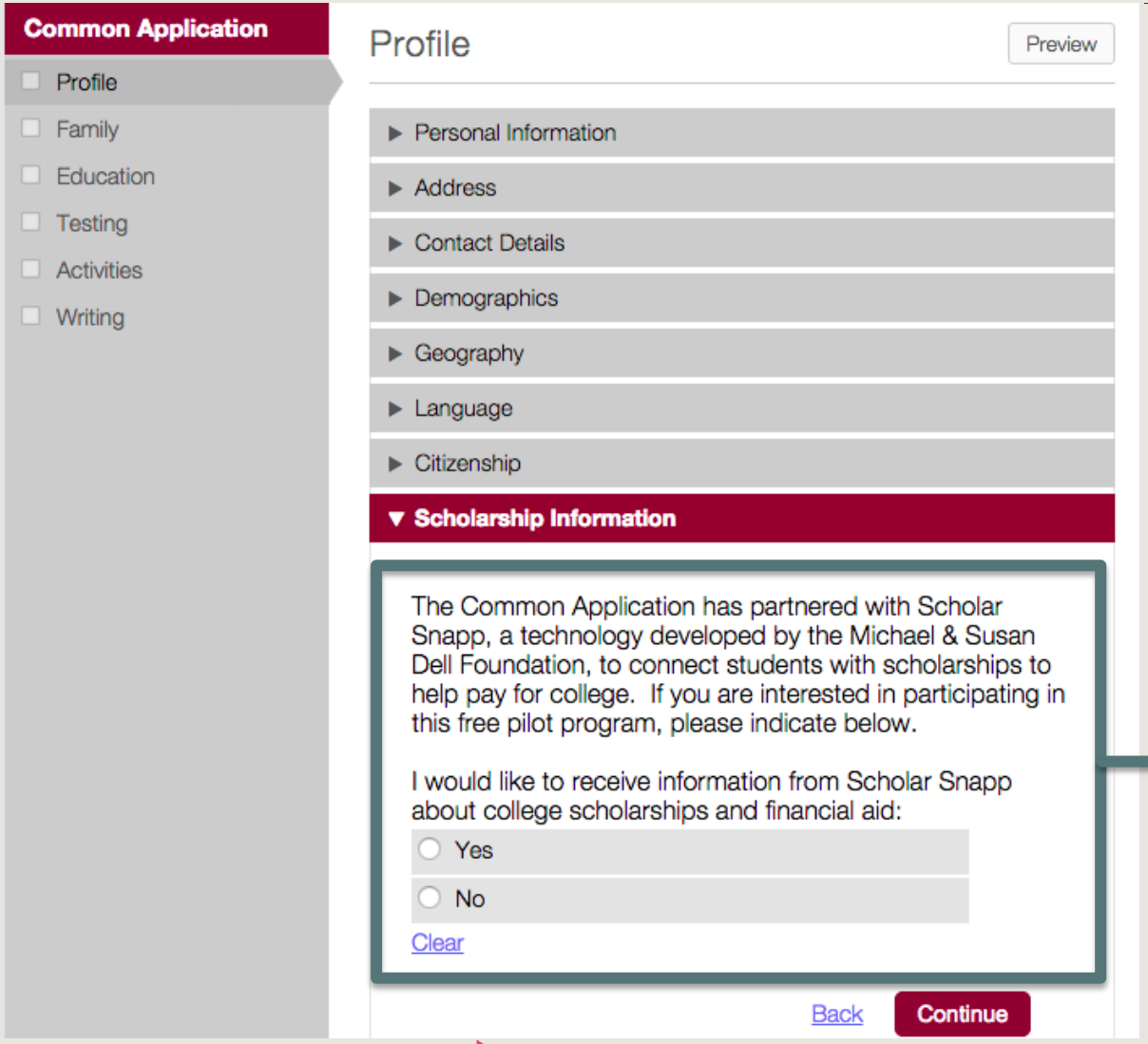
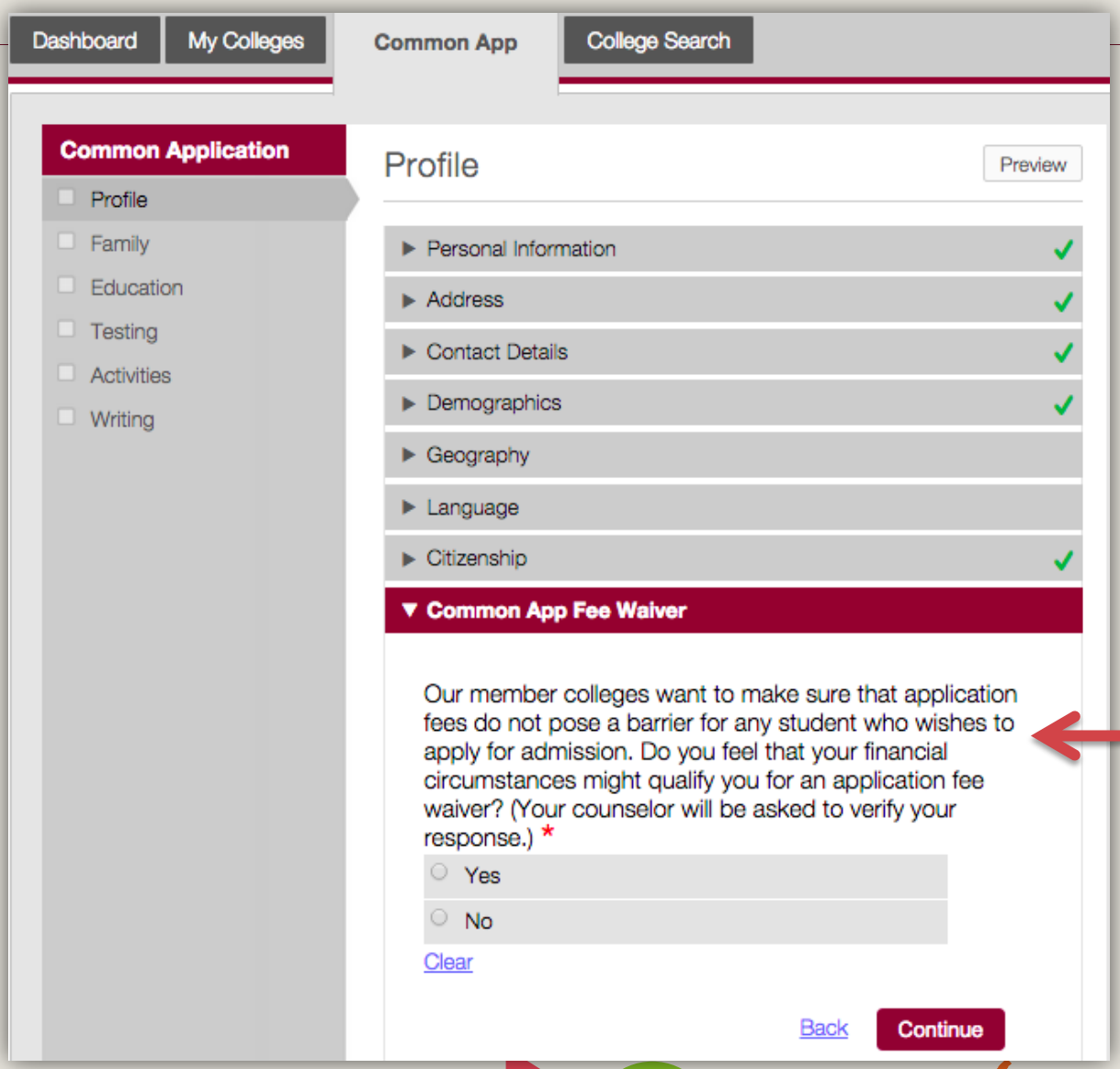
Scholarship Information



Pro-tip: **Scholar Snapp** connects students with scholarships.

ready

Fee Waivers

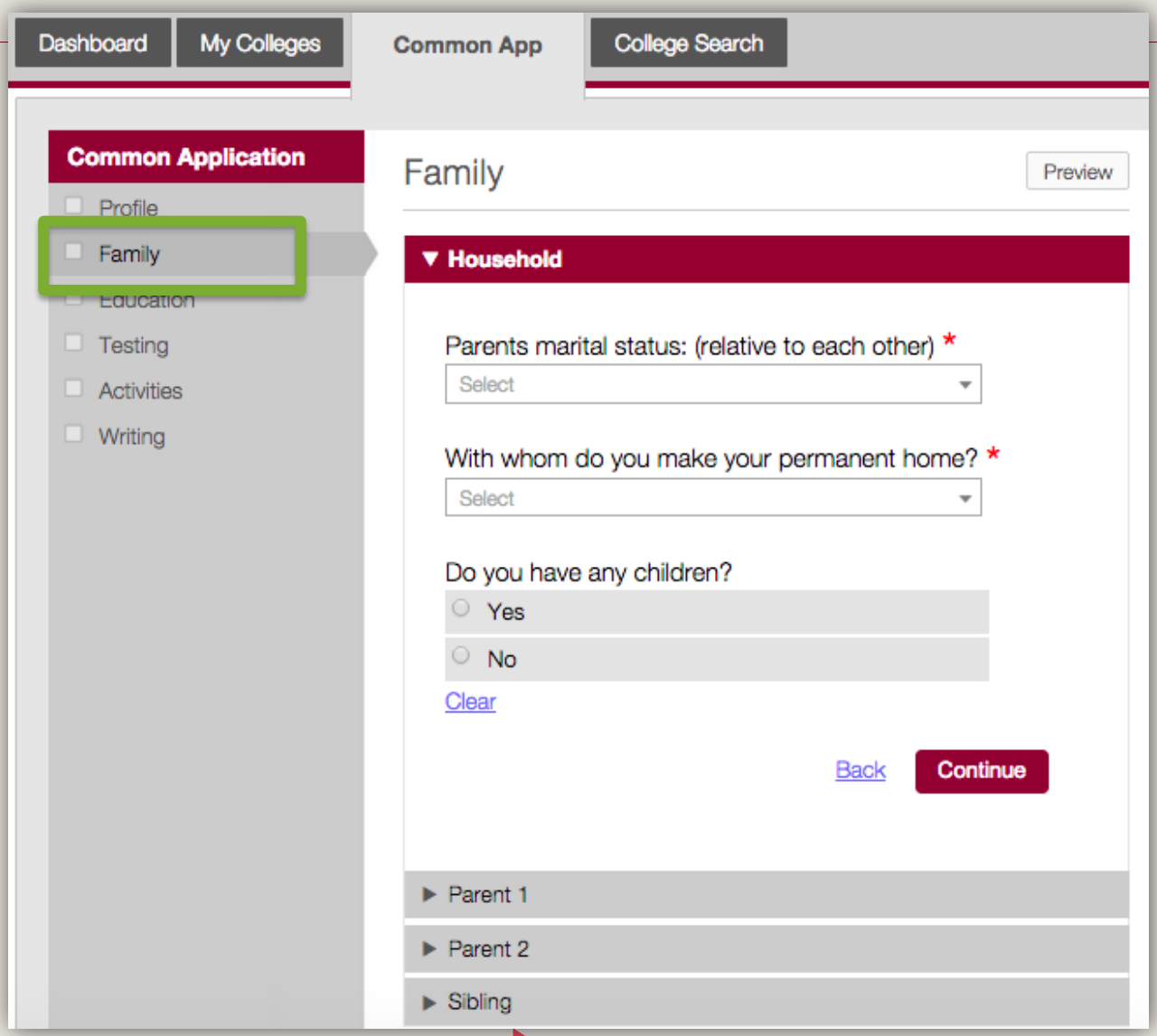


One fee waiver will cover all of your Common App submissions

A typical fee wavier eligibility requirement question is – Are you enrolled in a federal free or reduced-price lunch program at school?

ready

Family Section - Household

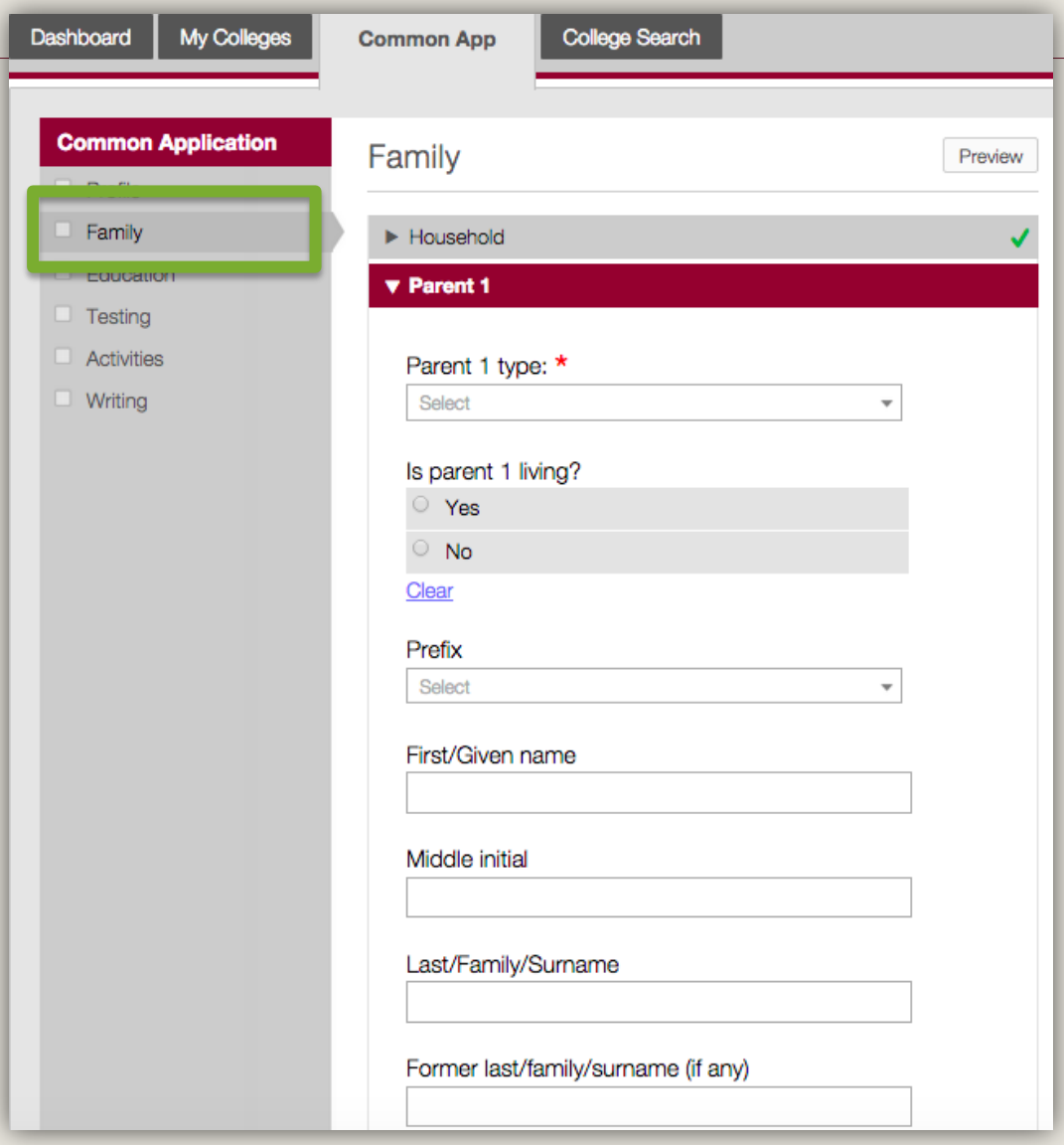


Complete information about your household

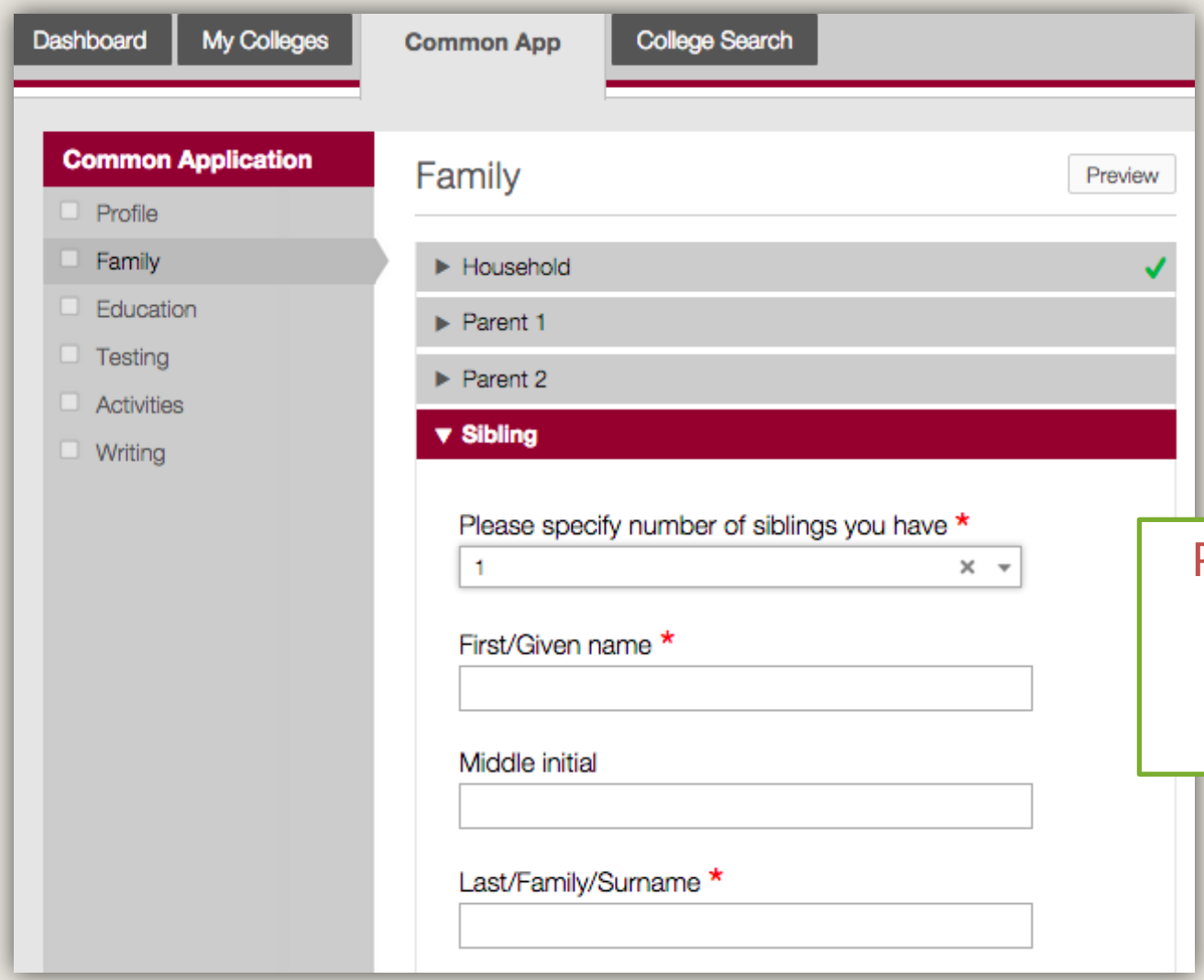
ready

Parent information

Pro-tip: Colleges request a significant amount of information about your parents because they find the context extremely valuable as they read your application.

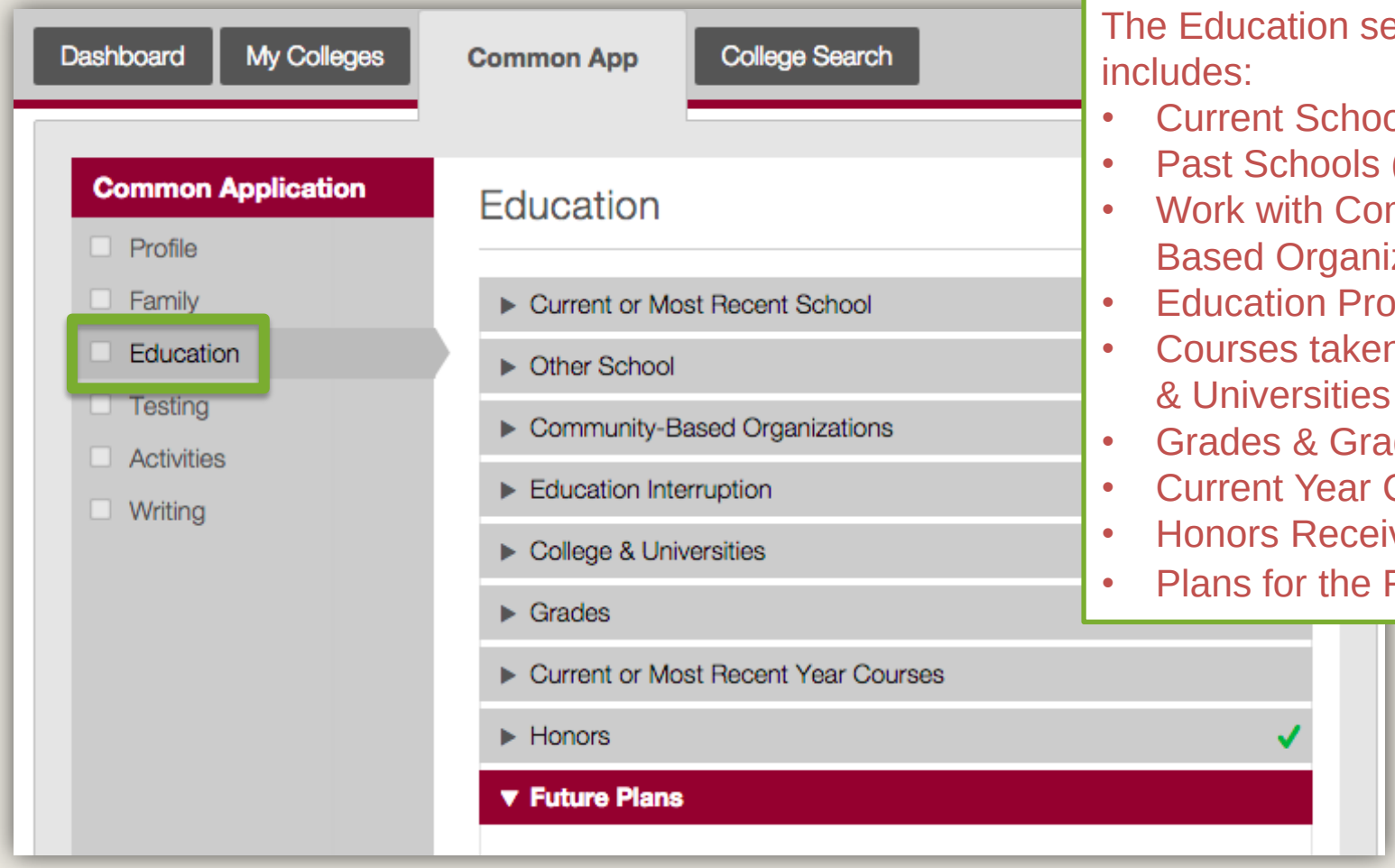


Siblings



Pro-tip: More than 5 siblings? Add to "Additional Information"

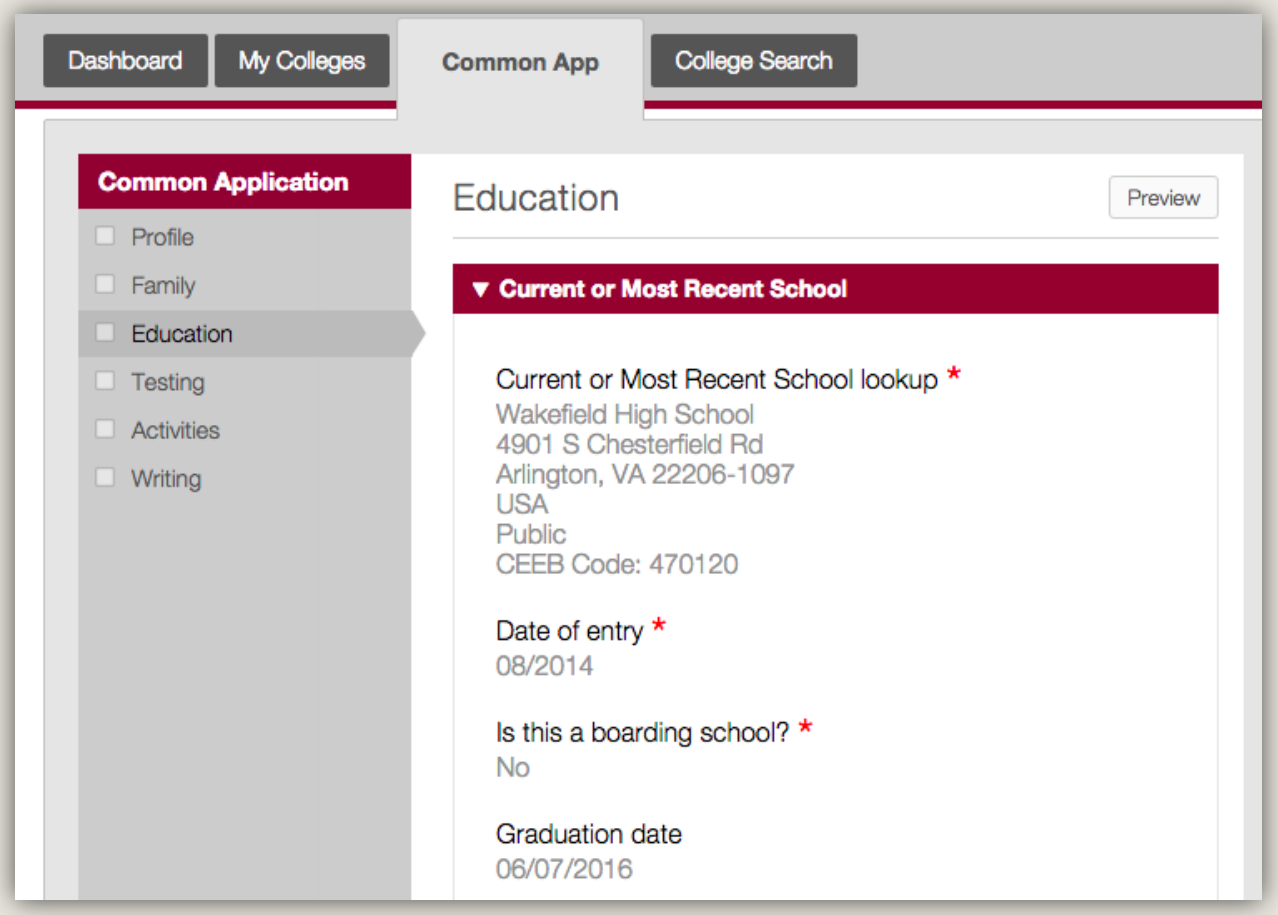
Education Section overview



The Education section includes:

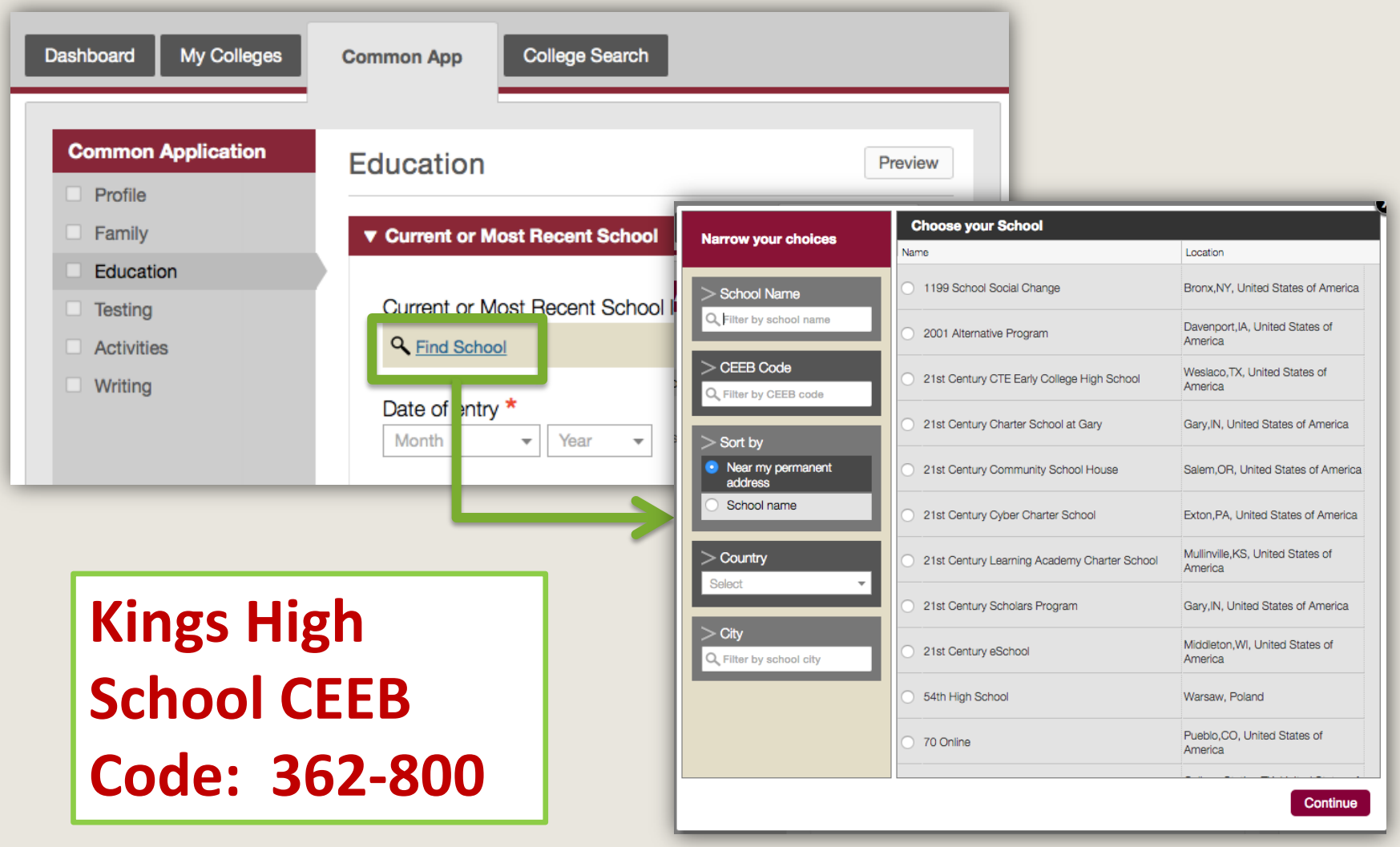
- Current School
- Past Schools (if applicable)
- Work with Community Based Organizations
- Education Progress
- Courses taken at Colleges & Universities
- Grades & Grading Scale
- Current Year Courses
- Honors Received
- Plans for the Future

Current or Most Recent School



Pro-tip: This is the school that you currently or most recently attended.

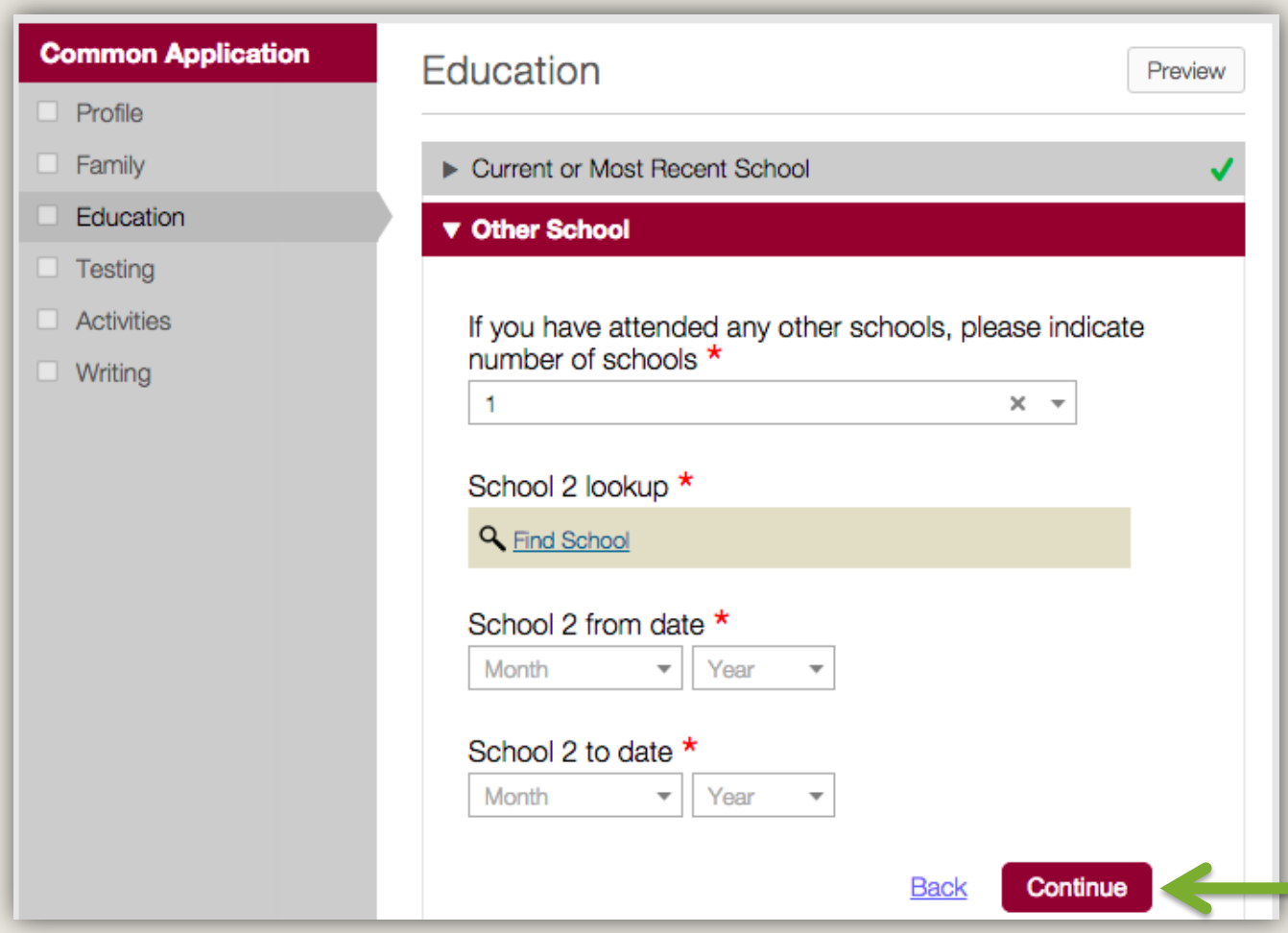
Adding your school



Kings High School CEEB Code: 362-800

ready

Adding other schools attended

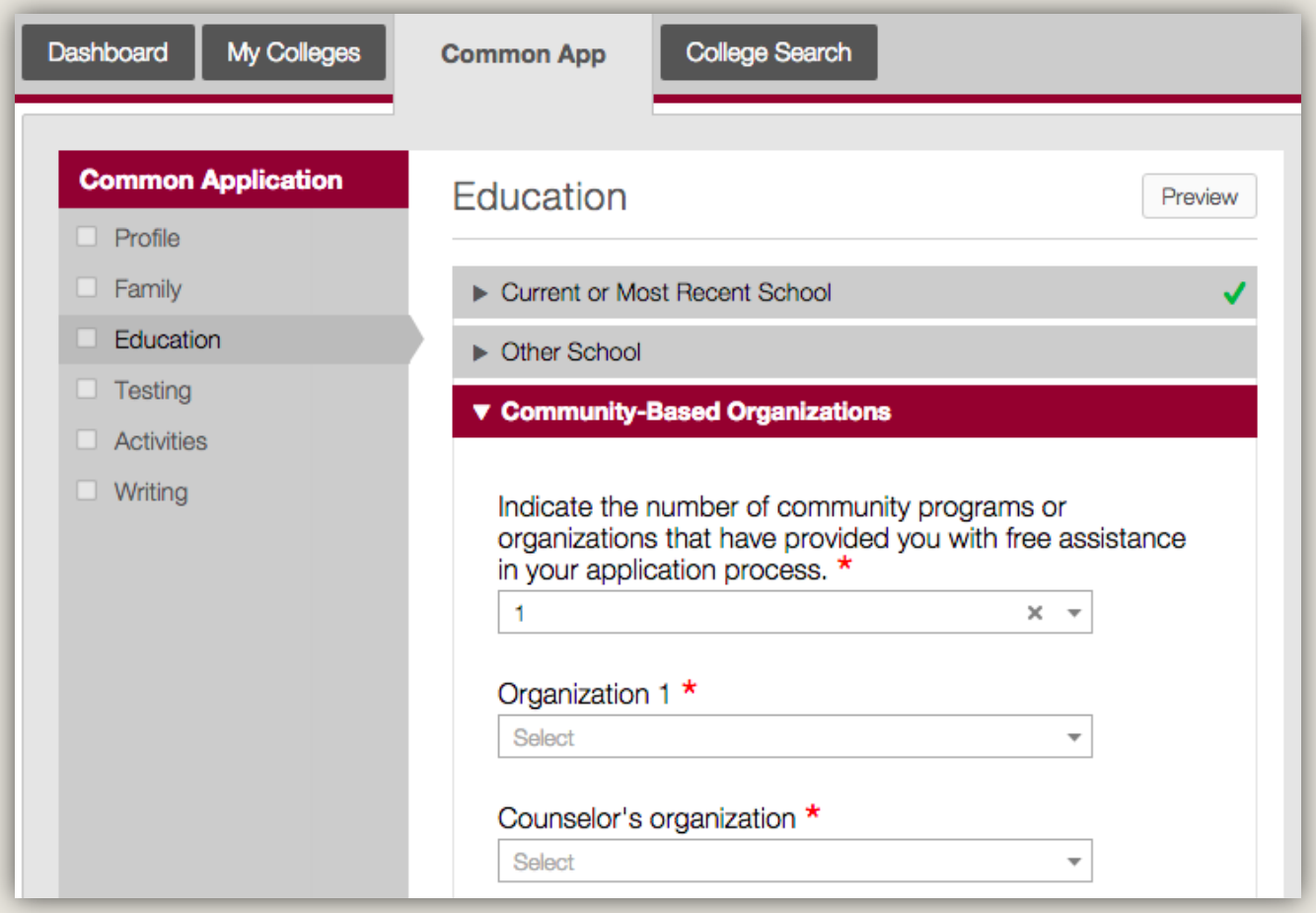


This applies to students who moved /transferred to Kings from another high school.

Save and move between sections by clicking CONTINUE

ready

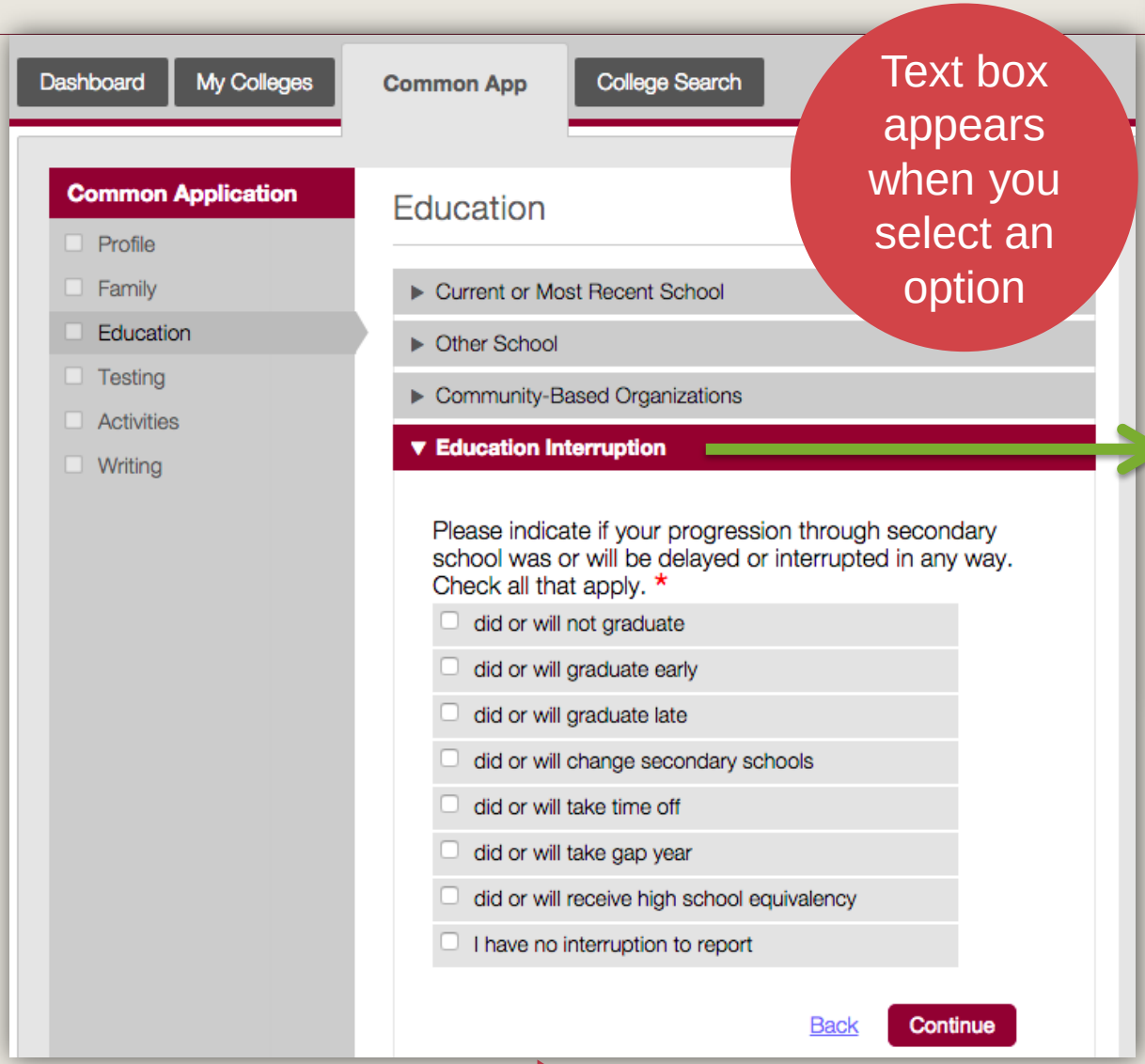
Community-Based Organizations



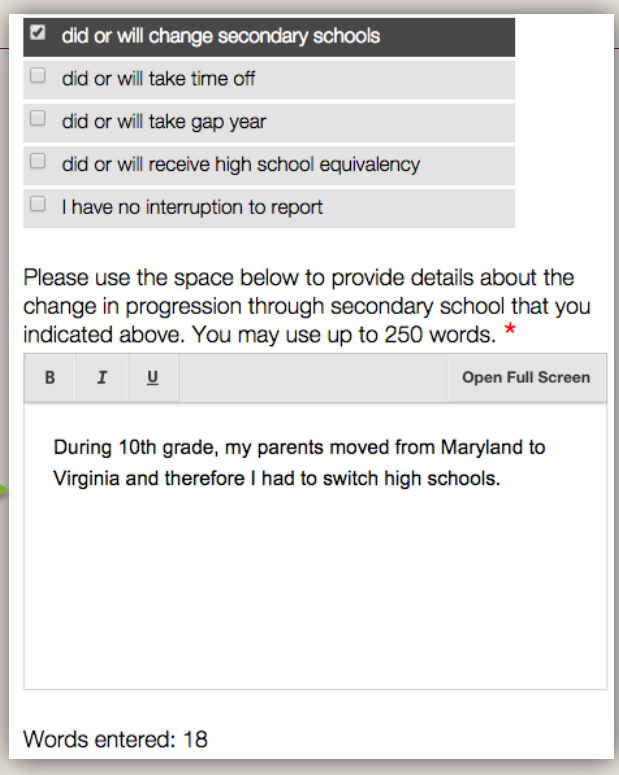
Pro-tip: Community-Based Organizations are non-profit counseling groups that offer students free assistance with the admission and financial aid application processes.

ready

Education Interruption



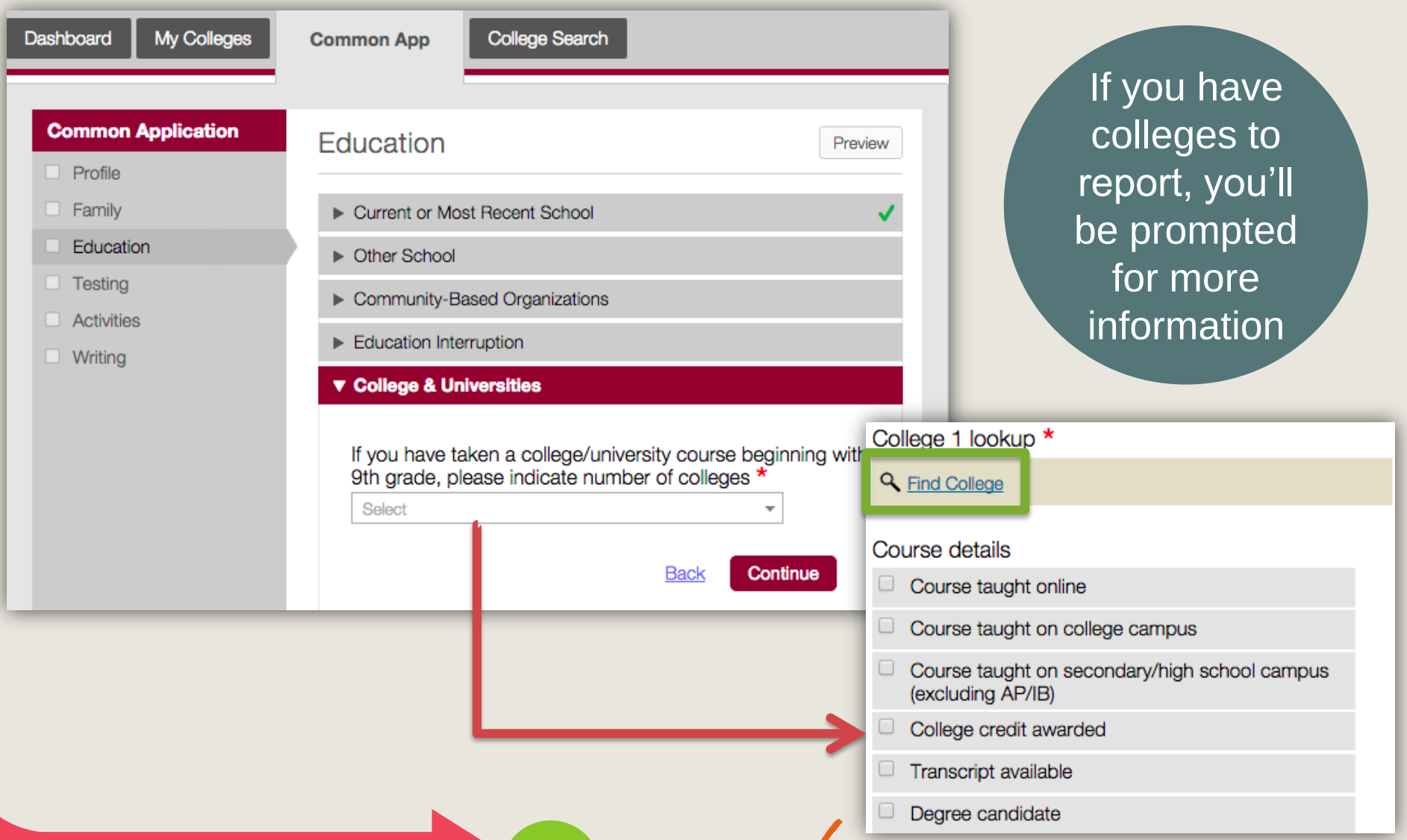
Text box appears when you select an option



Pro-tip: This is where you should report school changes or gap years.

ready

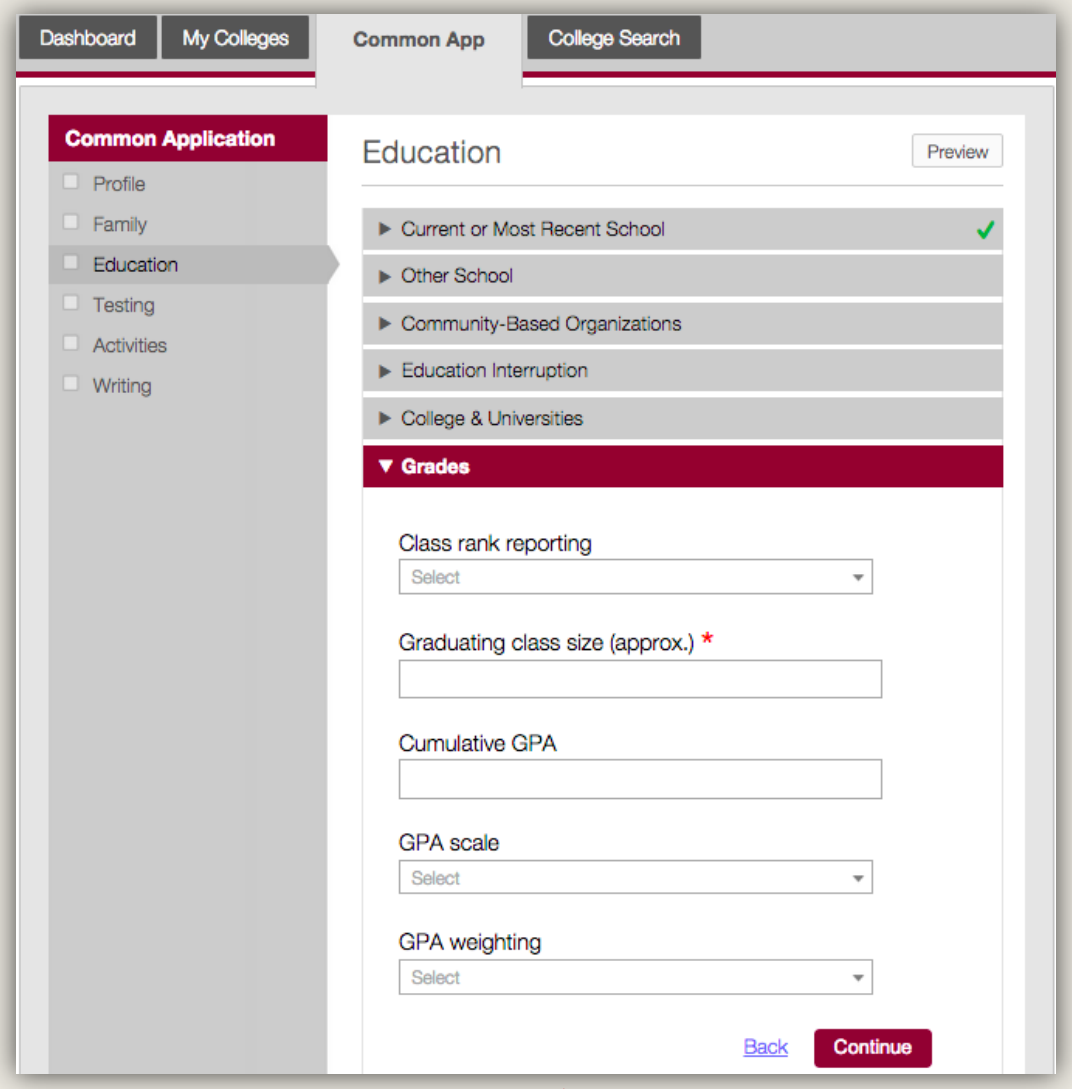
Colleges & Universities



If you have colleges to report, you'll be prompted for more information

ready

Grades

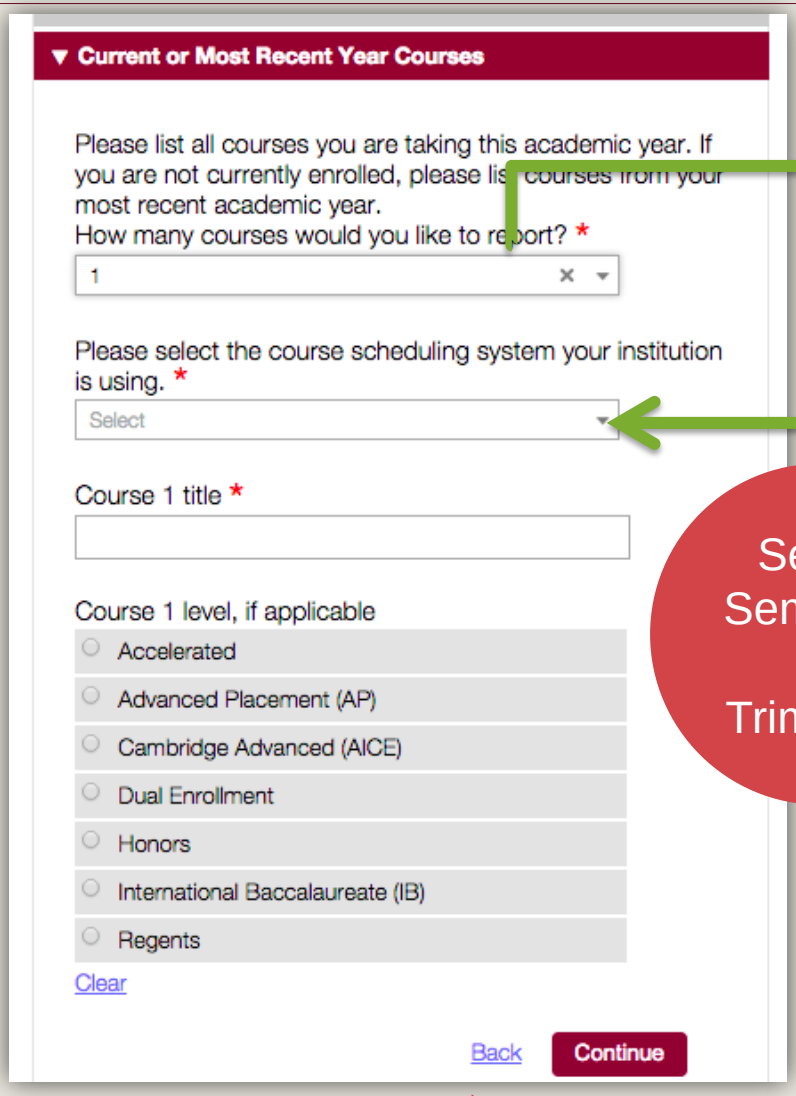


Self-reported grades can help colleges get a head start on reviewing an application

Pro-tip: Ask your counselor for an unofficial copy of your transcript for this part of the application.

ready

Current/Most Recent Courses



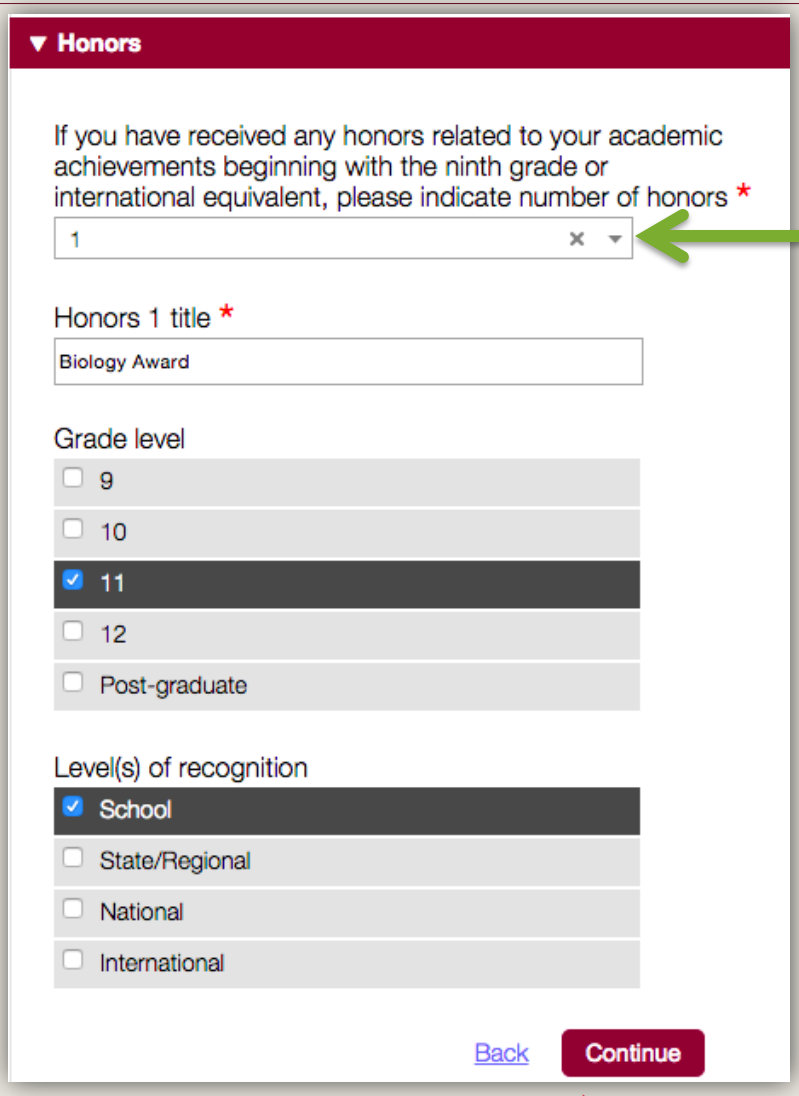
Report up to 7 courses

Select Semester or Trimester

Pro-tip: Make your course title clear for someone who does not attend your high school.

ready

Honors

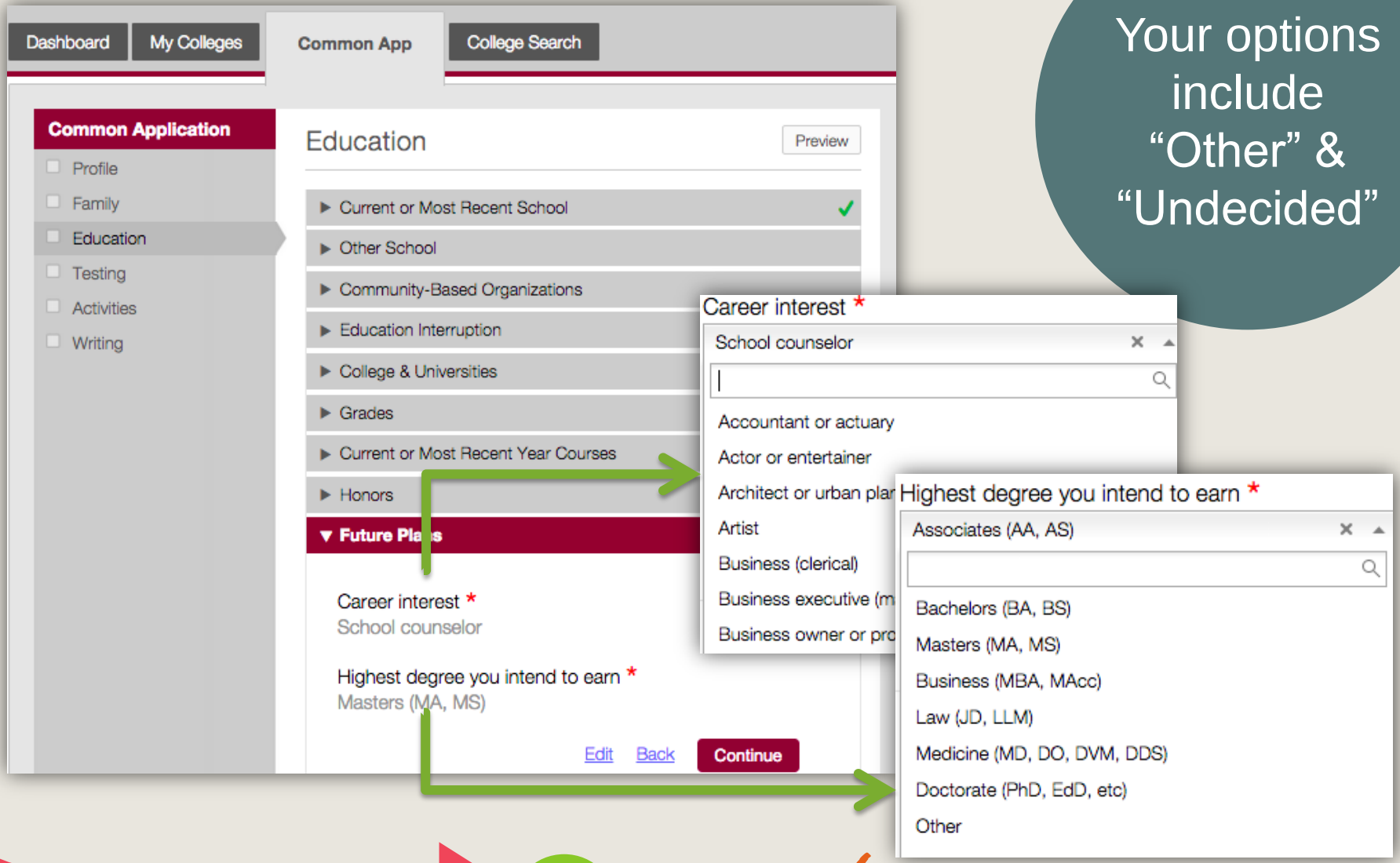


Add up to 5 honors

Pro-tip: This section is asking for academic distinctions, not honors level courses.

ready

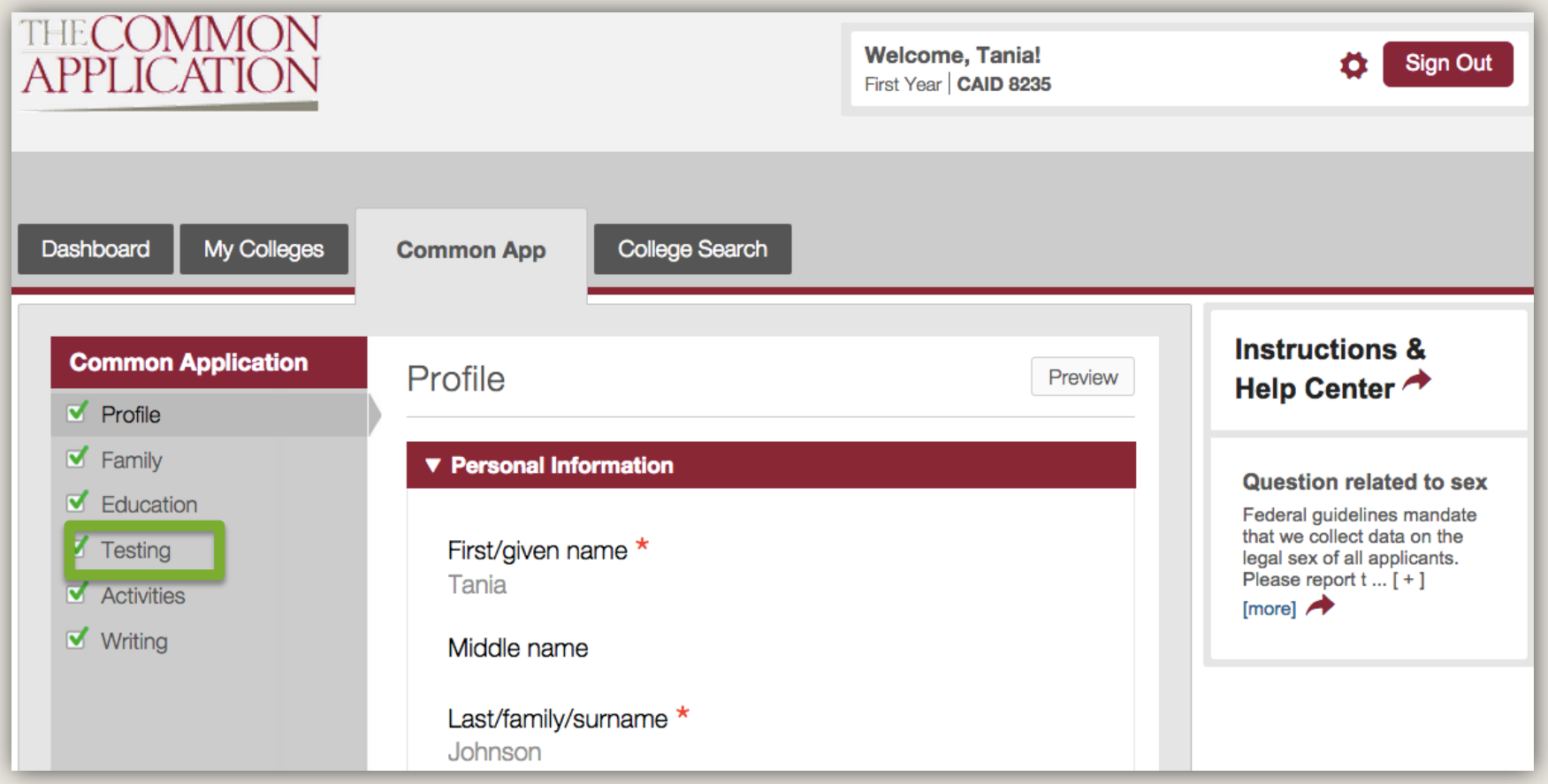
Future Plans



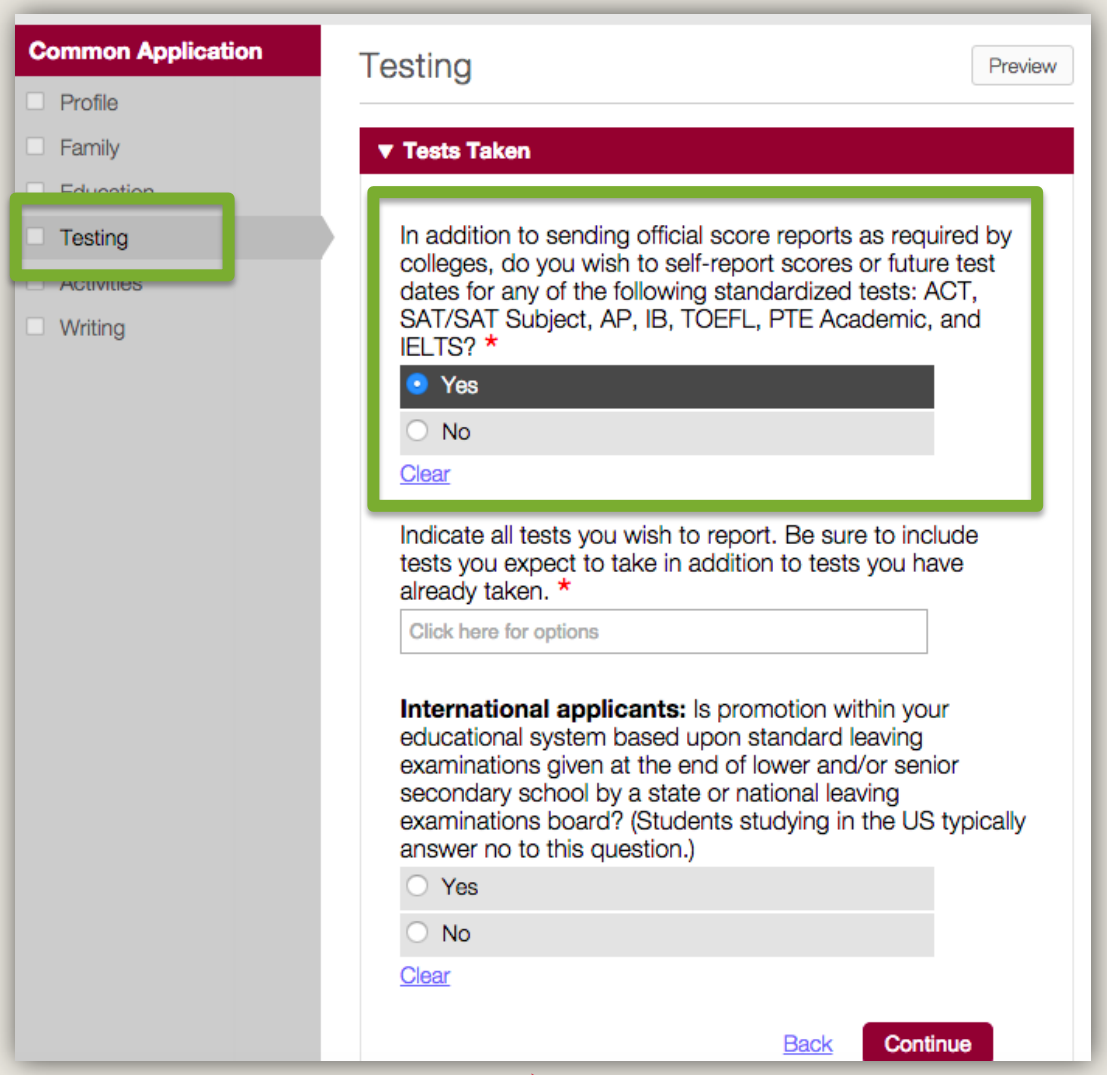
Your options include "Other" & "Undecided"

ready

Navigate to the Testing Section



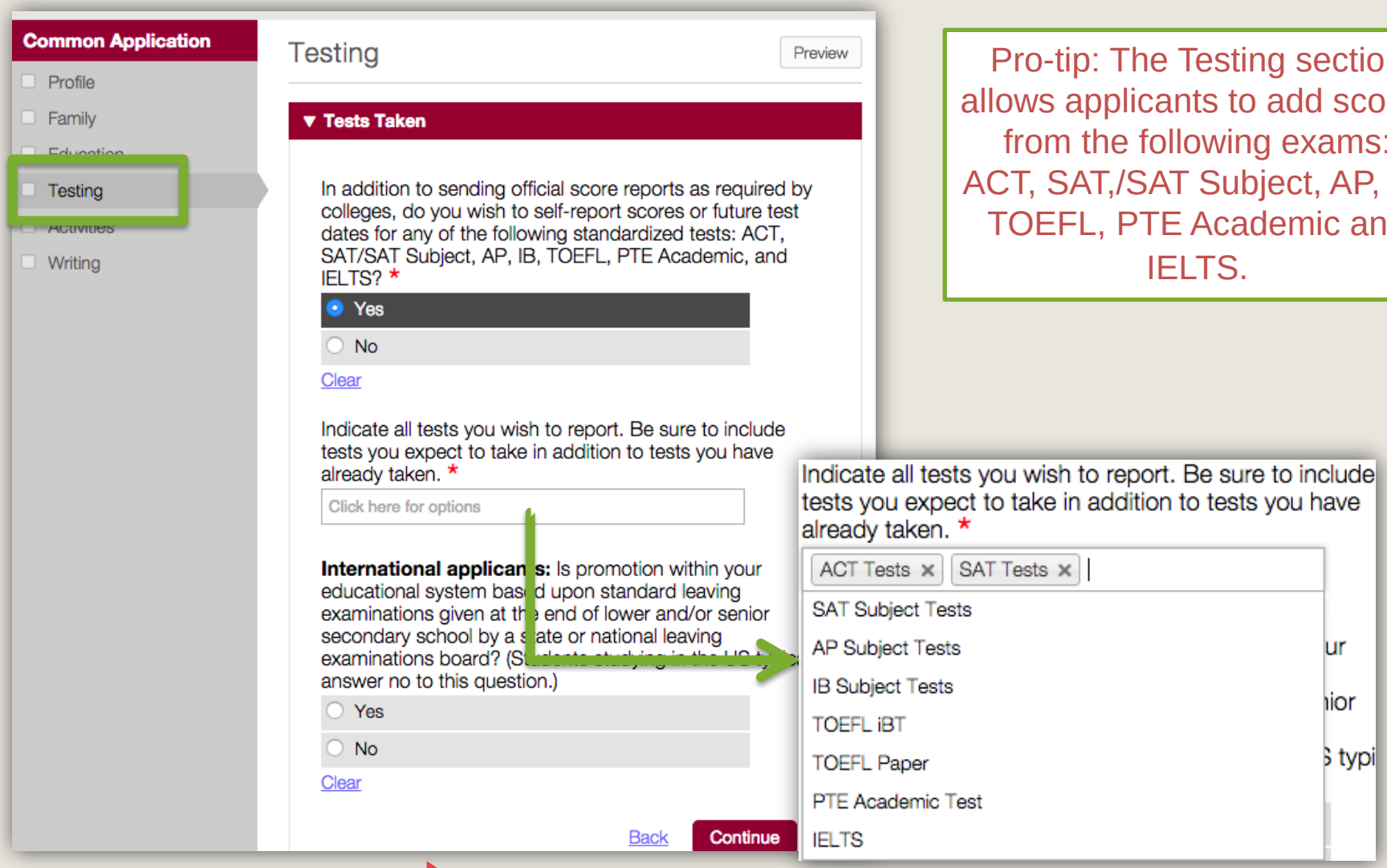
Testing Section overview



Pro-tip: The first question you see asks if you wish to self-report scores. Remember this: we'll come back to it in a moment.

ready

Testing Section overview



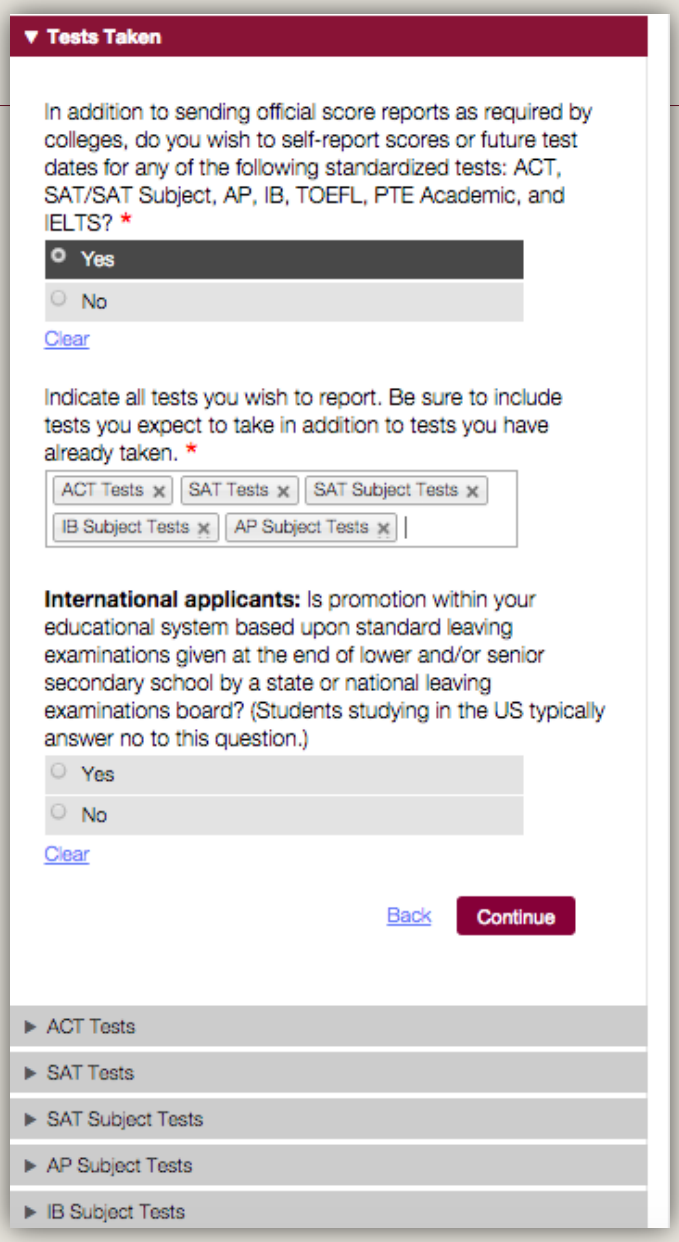
Pro-tip: The Testing section allows applicants to add scores from the following exams: ACT, SAT,/SAT Subject, AP, IB, TOEFL, PTE Academic and IELTS.

ready

Tests Taken

Pro-tip: Print out your scores or access them online for ease of entering into your Common App.

Exams selected at the top open sub-sections below



ready

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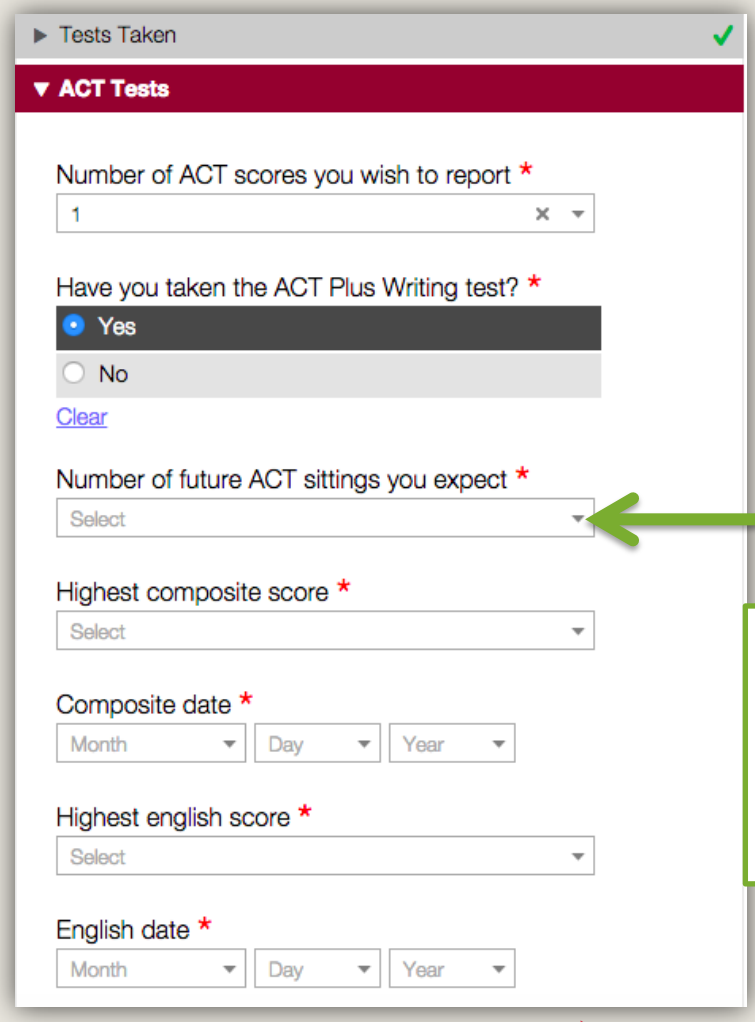
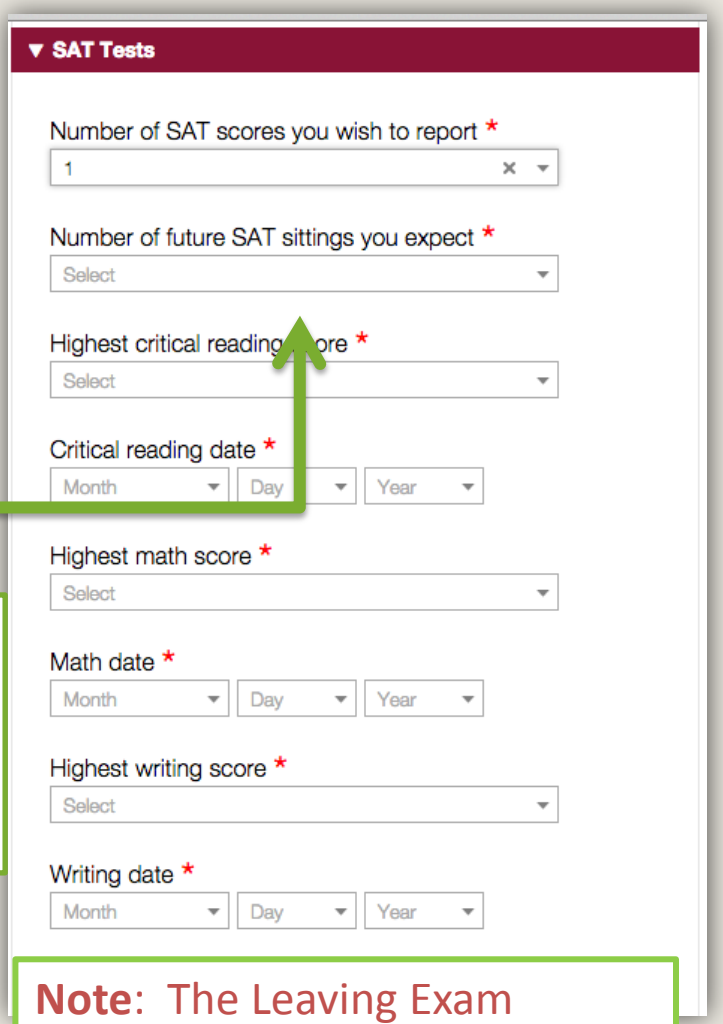
Adding scores



Make sure to list tests you plan to take in the future.

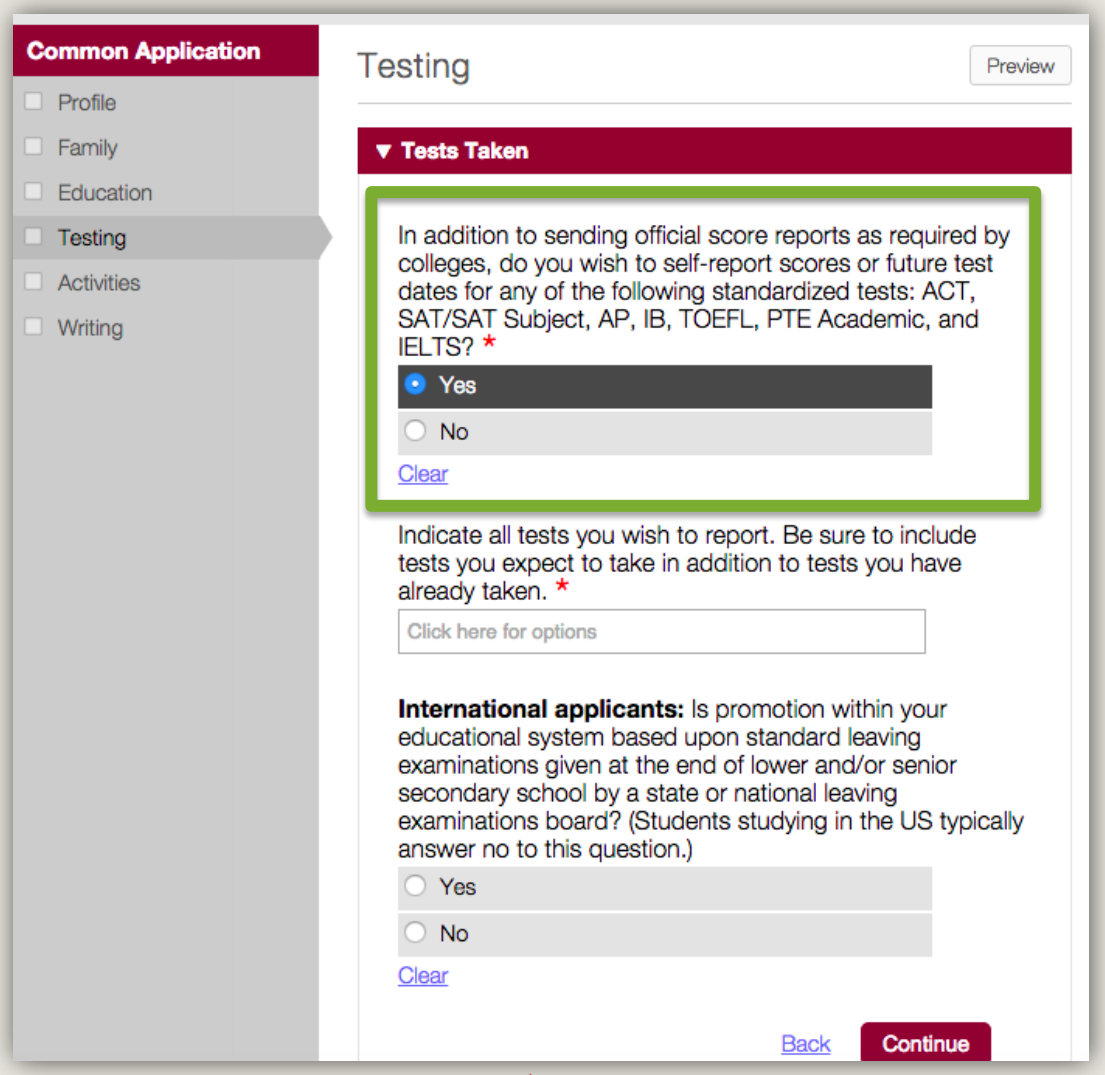


Pro-tip: Report your highest subscores, even if they are from different test dates.

Note: The Leaving Exam Section does not apply to you.

ready

Test-optional trick



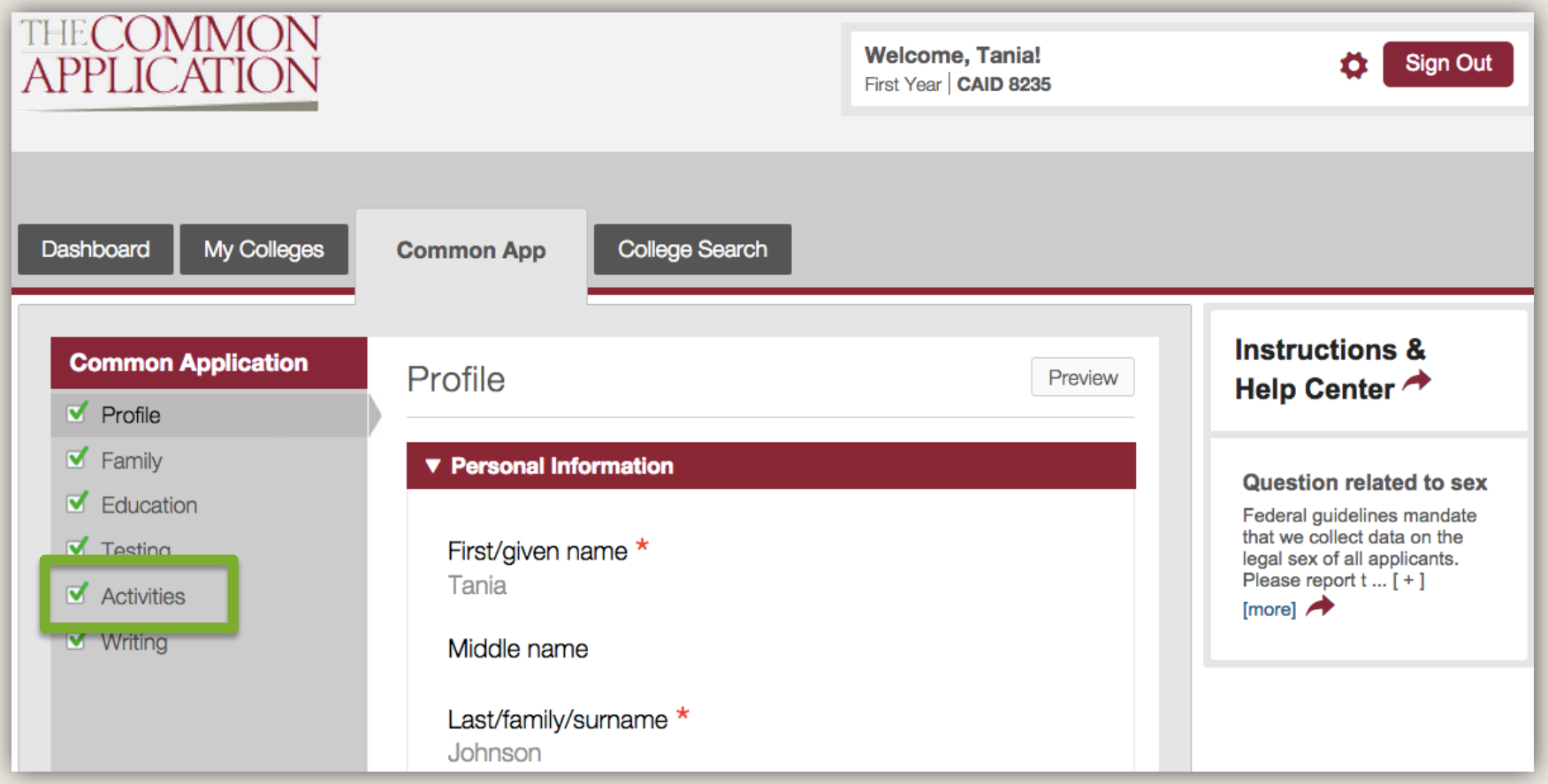
Pay attention to this Tip…

Pro-tip: Remember this question? Change your answer to "**no**," and your tests and scores disappear. Change it back to "**yes**," and they reappear.

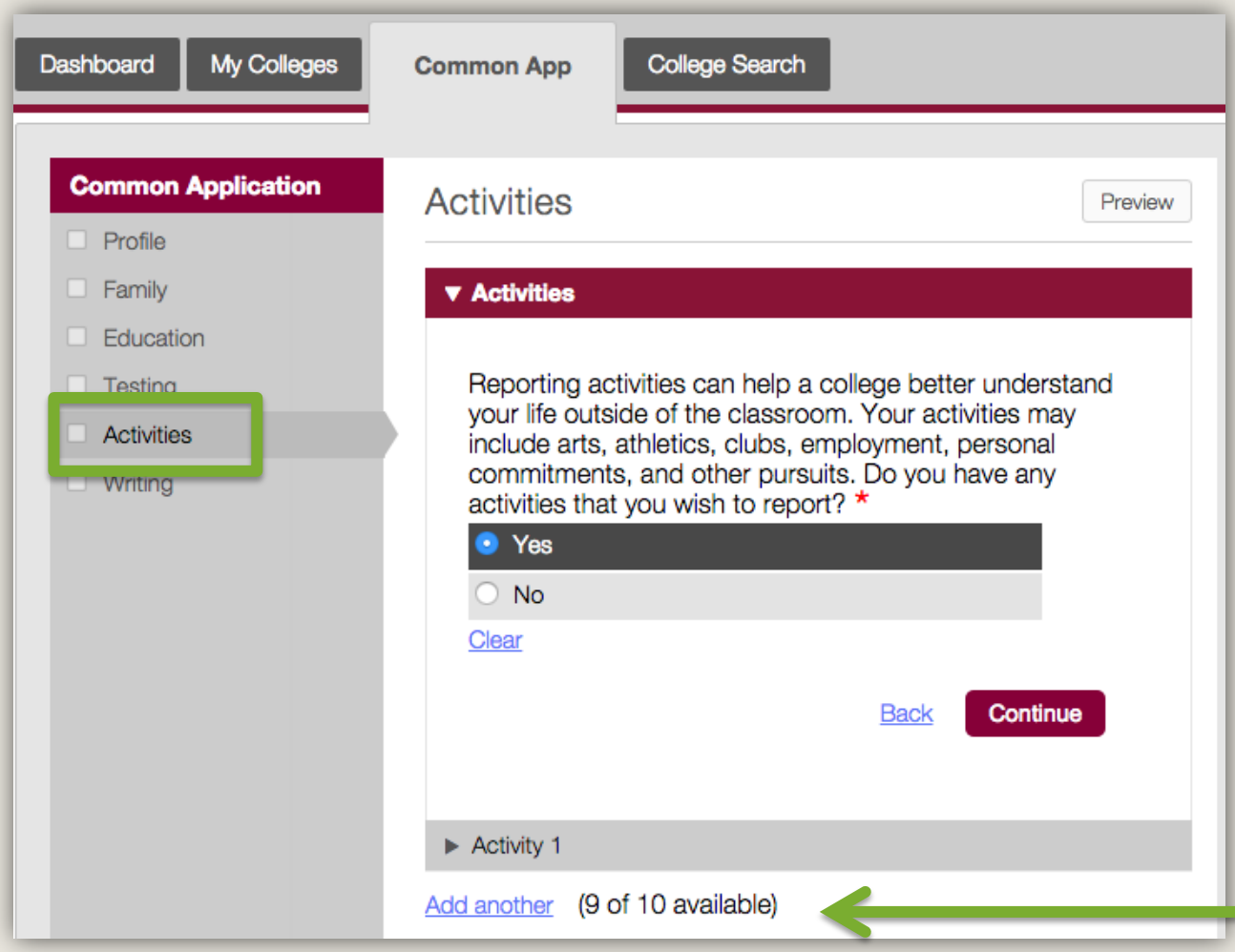
Testing information you input and save is never deleted. It's just hidden.

This feature lets you control the scores you send to each college.

Navigate to Activities section



Adding Activities



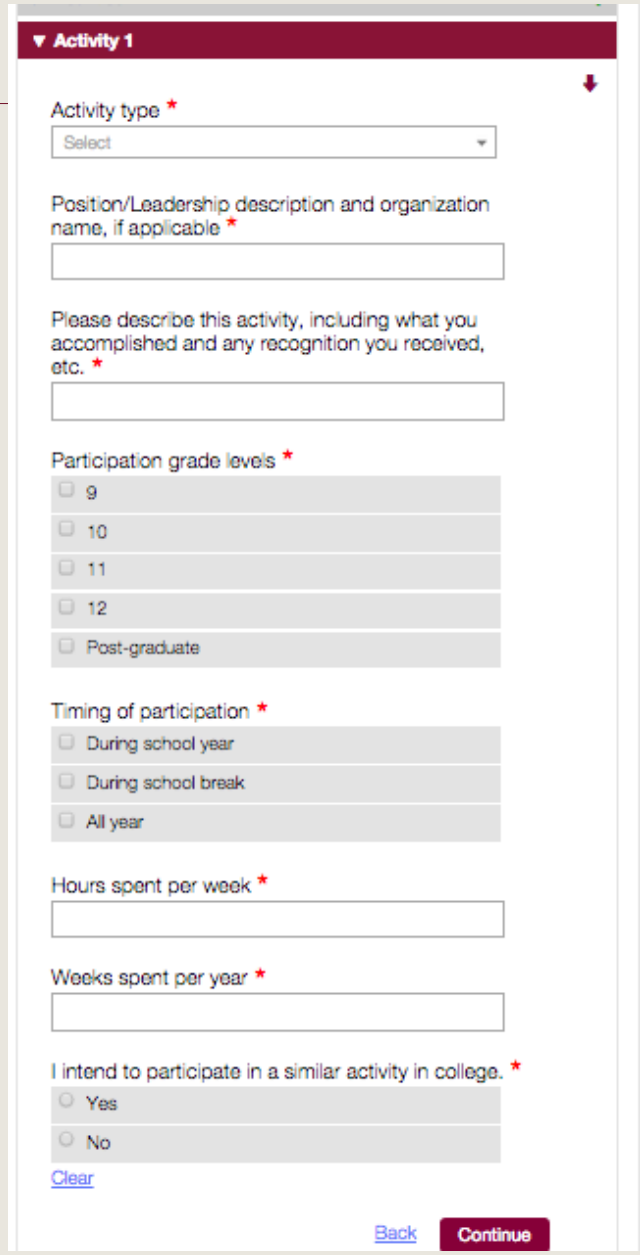
Pro-tip: The Activities section allows you to tell colleges how you spend your time when you're not in class.

Add up to 10 activities

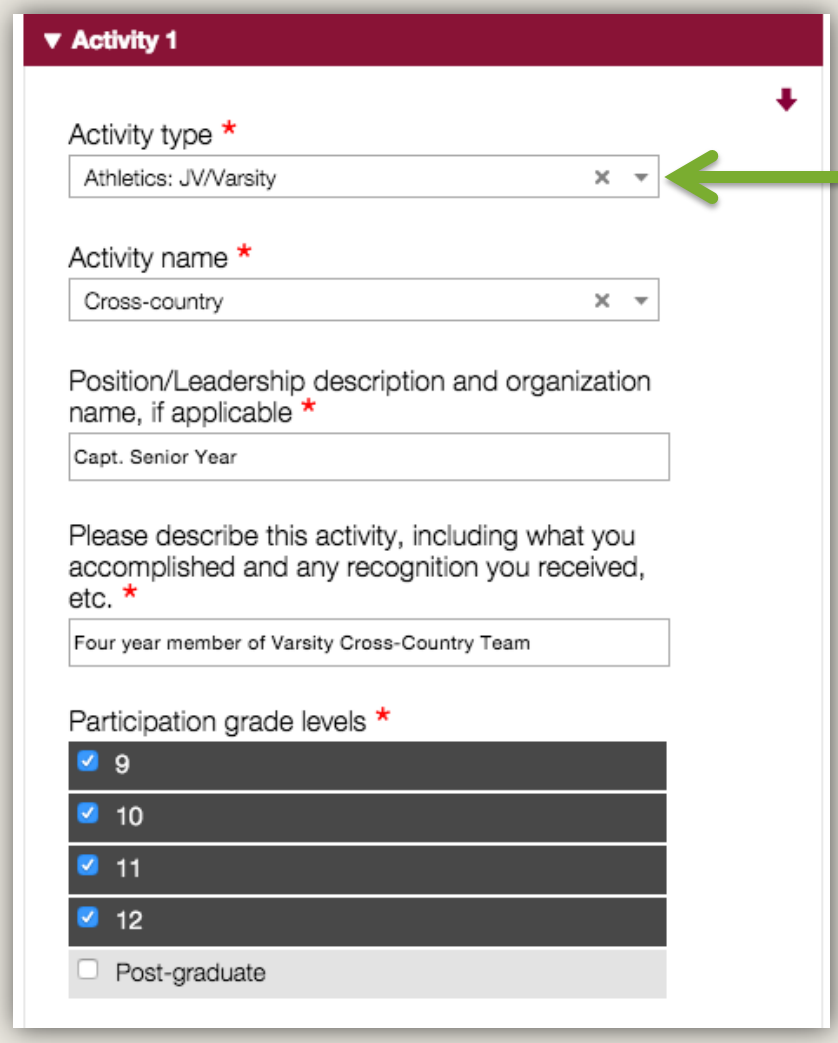
ready

Activity fields

Pro-tip: Use the available fields to share context and information about each activity.



Completing the Activity section



27 activity types and 45 activity names available

Pro-tip: Use the open text boxes to provide a brief description of each activity.

If your activity isn't listed, select the "other club/activity" option.

Abbreviate words to fit, you are limited to 50 characters for description and 150 for details. You'll be asked to indicate the school year and time of year in which you participated.

ready

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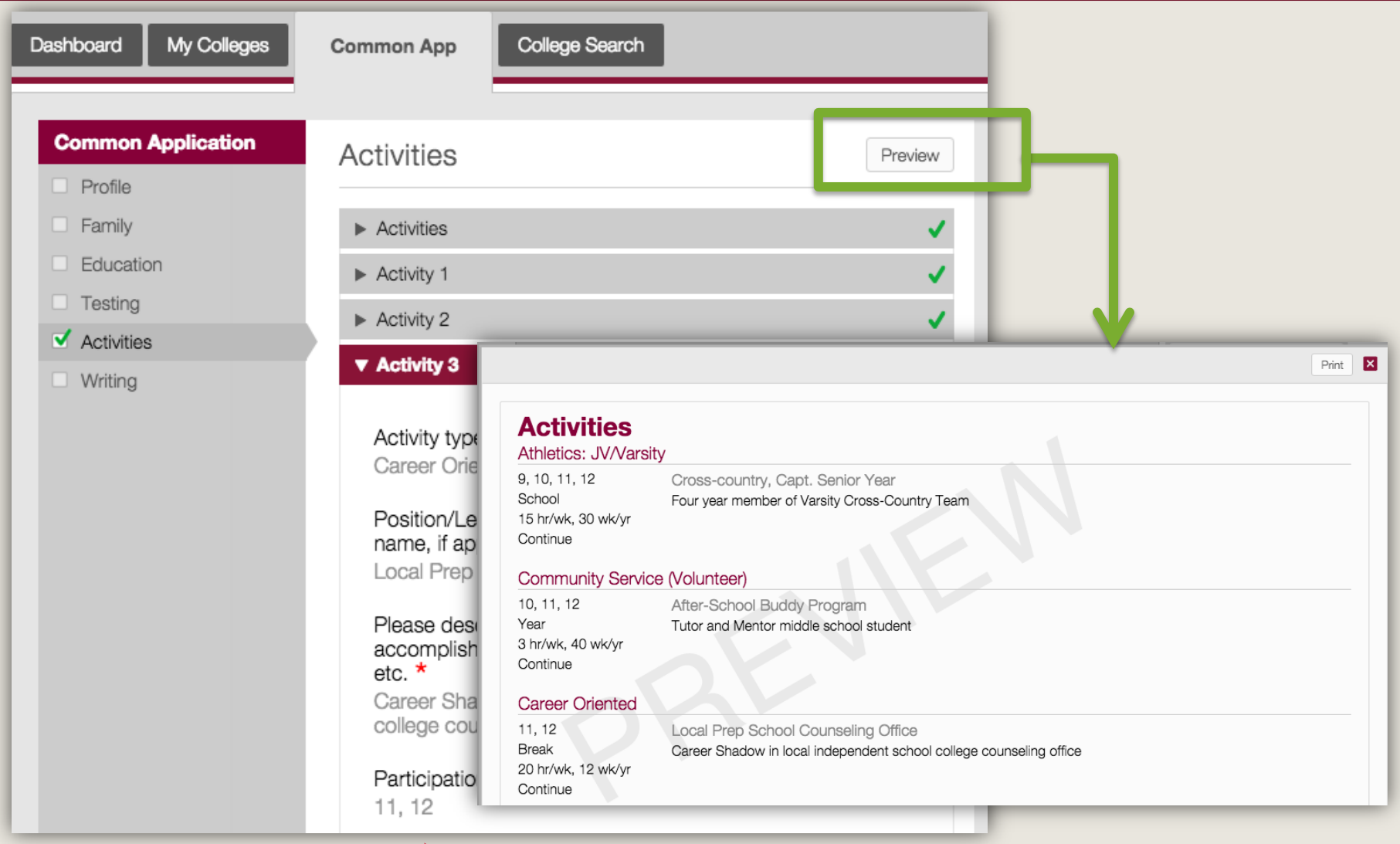
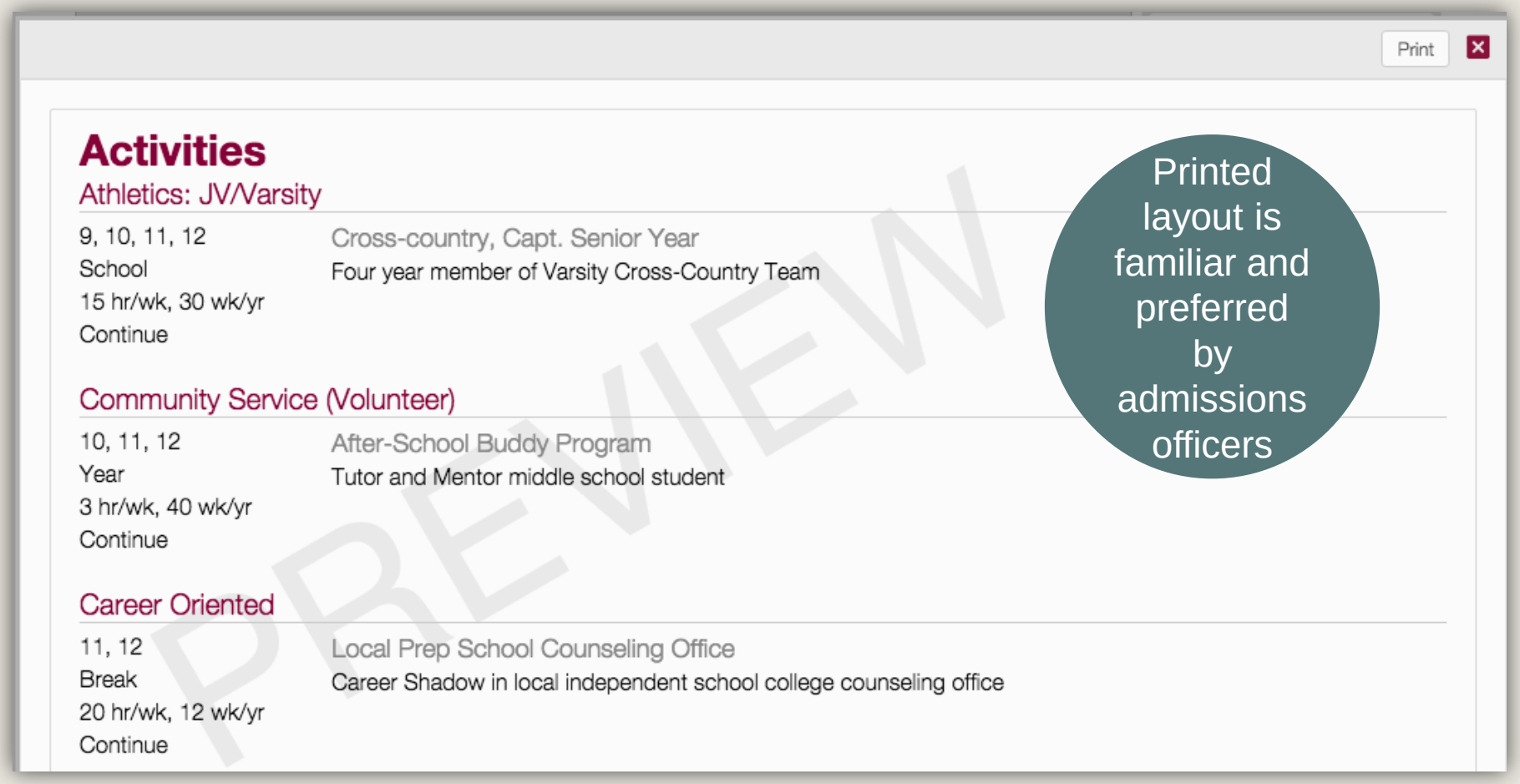
Preview the layout



ready

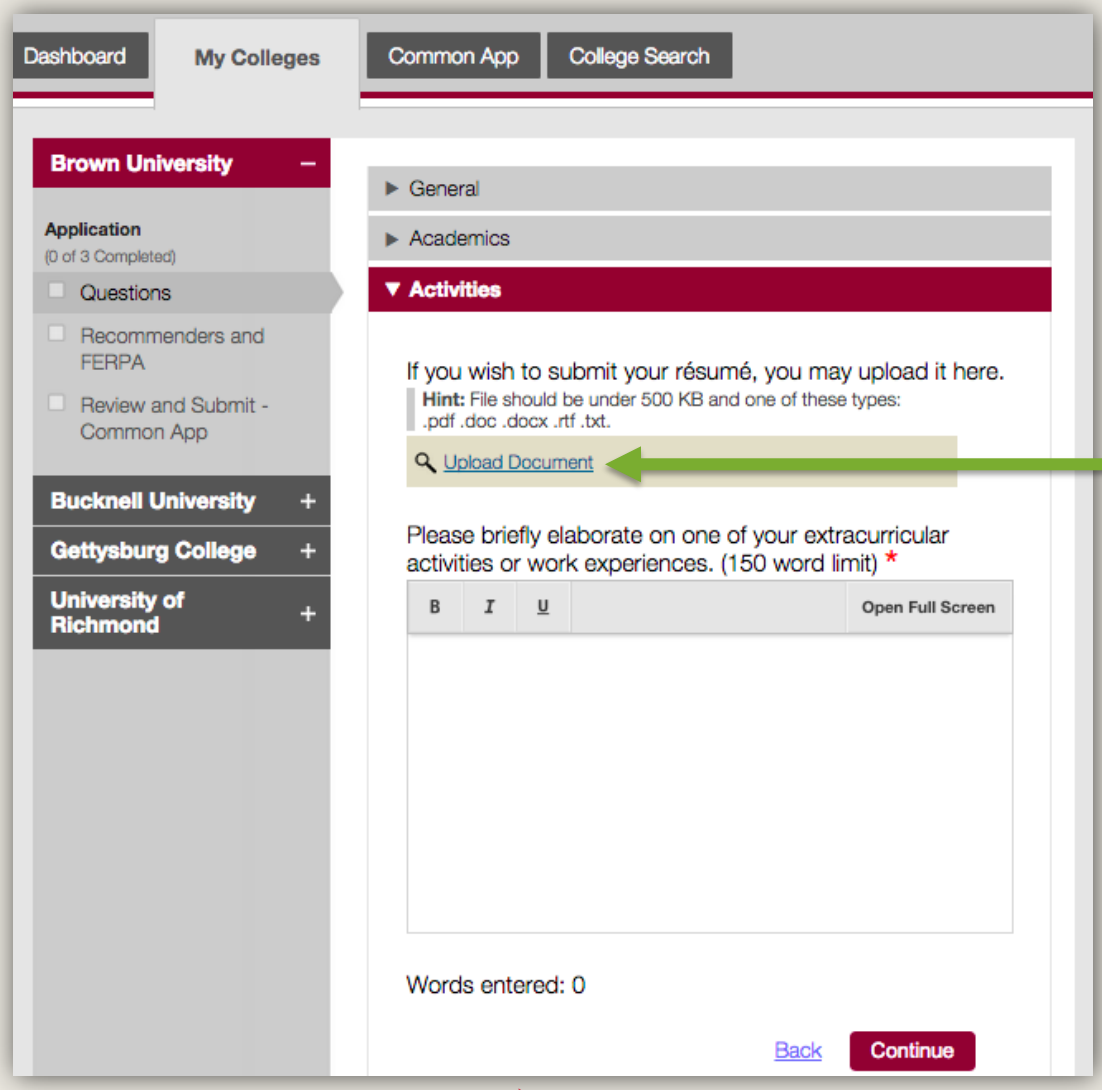
Preview details



Printed layout is familiar and preferred by admissions officers

ready

What about a resume?

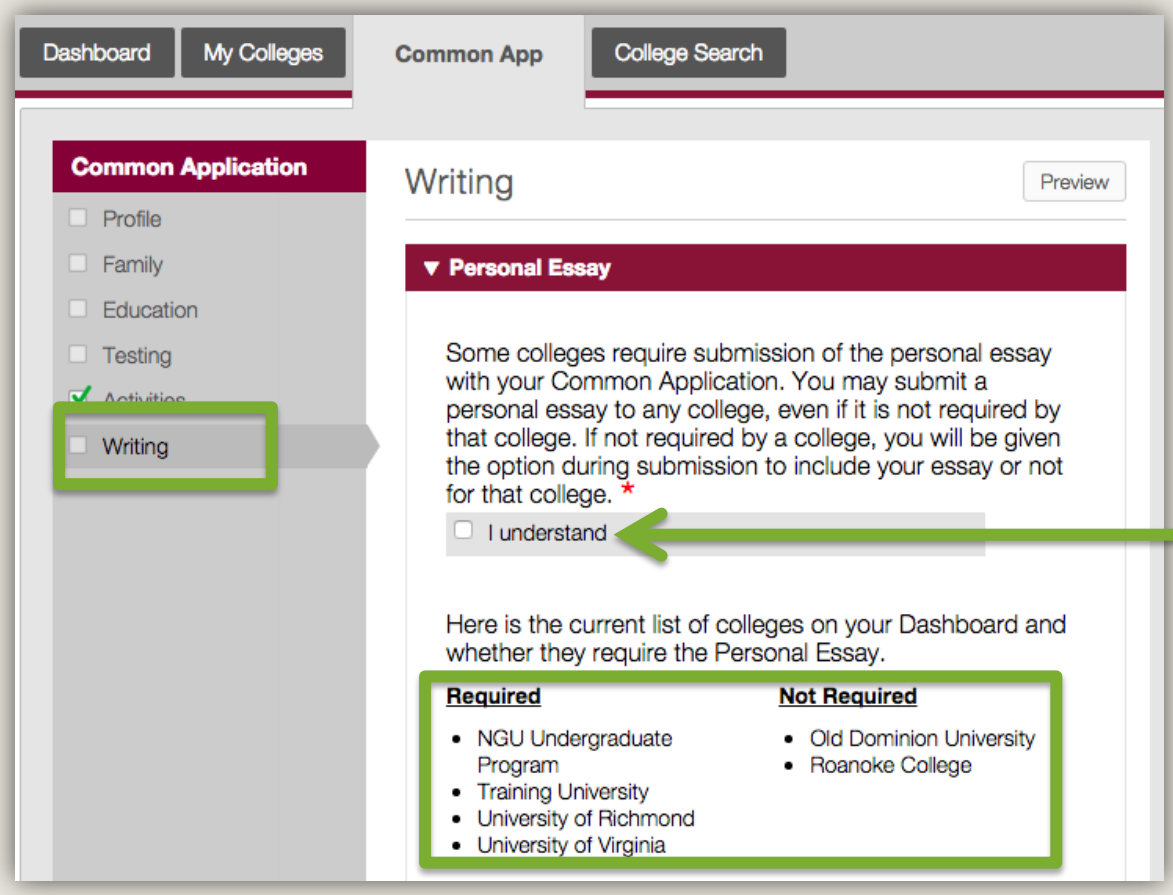


Resume Upload Option

Pro-tip: If a college wants a resume with your application, they will allow you to upload one on their Member Questions page.

ready

Writing Section



Click "I understand" to indicate you've read the text.

Pro-tip: System shows which colleges on your list require the essay and which ones do not.

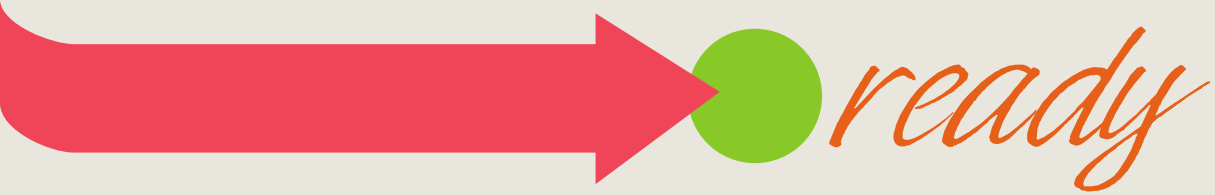
A little about the essay…

Essay length: 250 – 650 words

650 words is your limit, not your goal

Proofread
Proofread
Proofread

Pro-tip: You can compose your essay in a word processing program and paste it into your Common App.

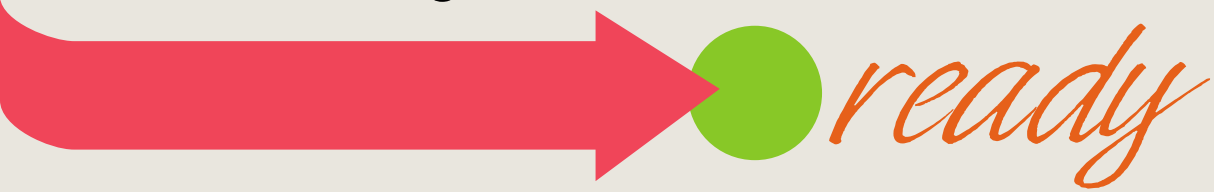


The essay prompts

- Some students have a background, identity, or talent that is so meaningful they believe their application would be incomplete without it. If this sounds like you, then please share your story.

- The lessons we take from failure can be fundamental to later success. Recount an incident or time when you experienced failure. How did it affect you, and what did you learn from the experience?

- Reflect on a time when you challenged a belief or idea. What prompted you to act? Would you make the same decision again?

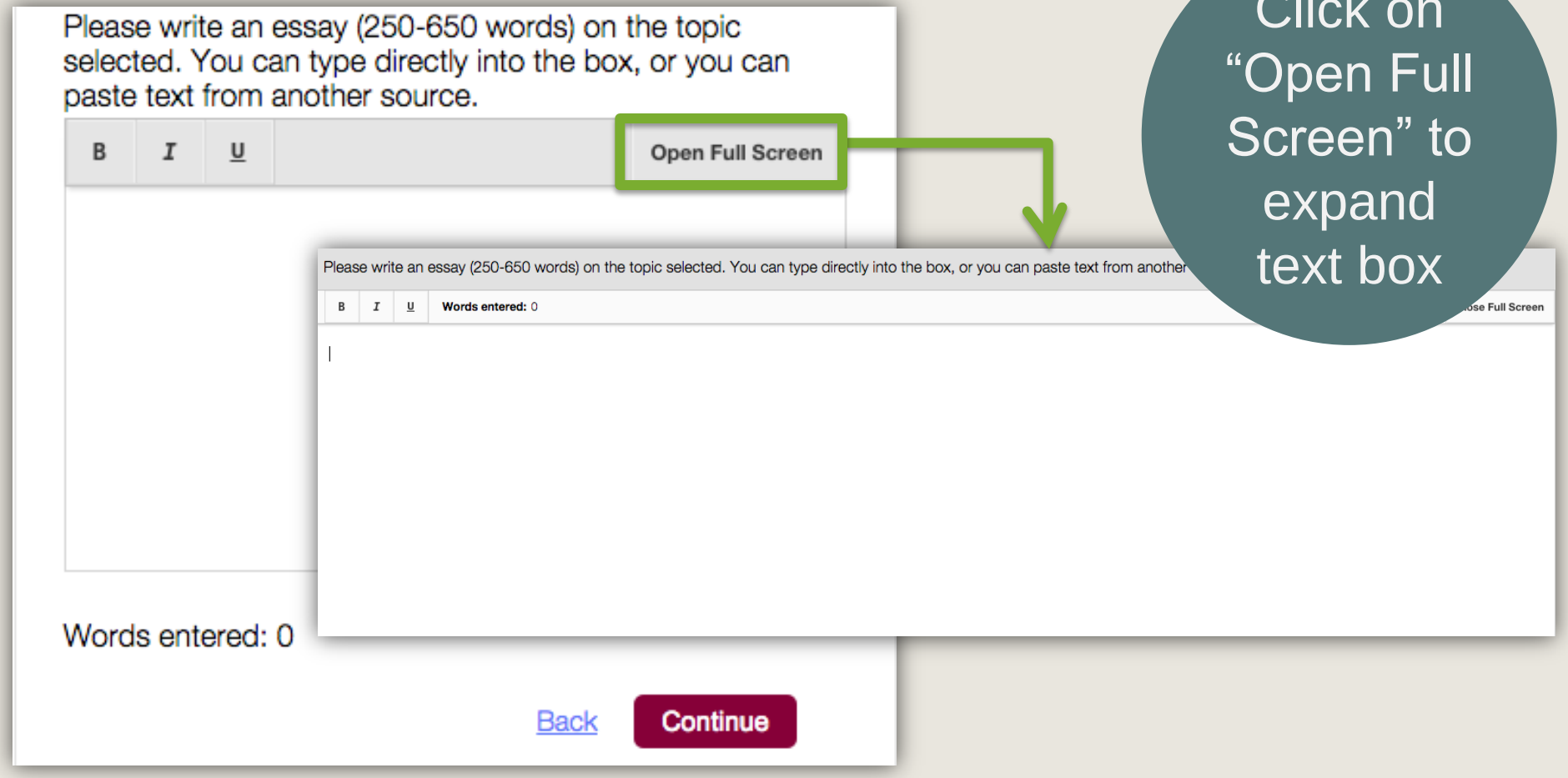


The essay prompts

- Describe a problem you've solved or a problem you'd like to solve. It can be an intellectual challenge, a research query, an ethical dilemma – anything that is of personal importance, no matter the scale. Explain its significance to you and what steps you took or could be taken to identify a solution.

- Discuss an accomplishment or event, formal or informal, that marked your transition from childhood to adulthood within your culture, community, or family.

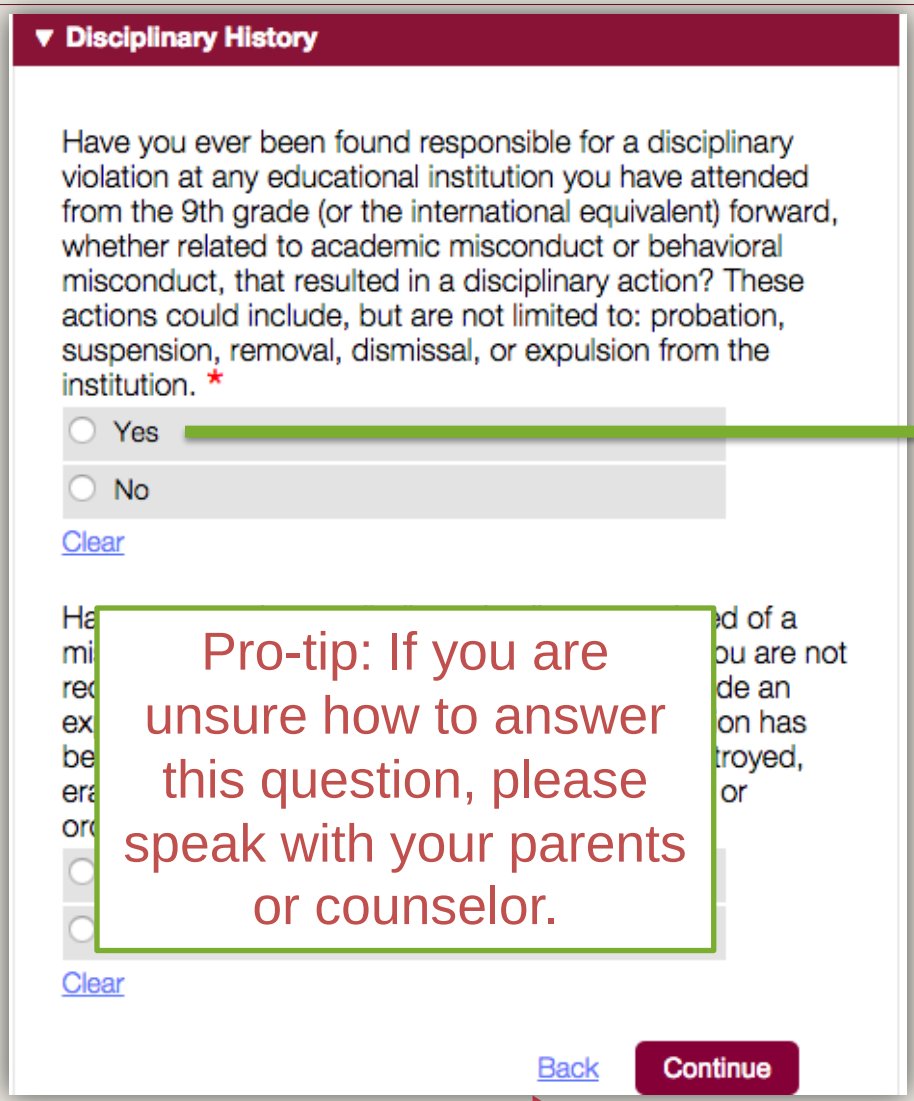
Essay text box

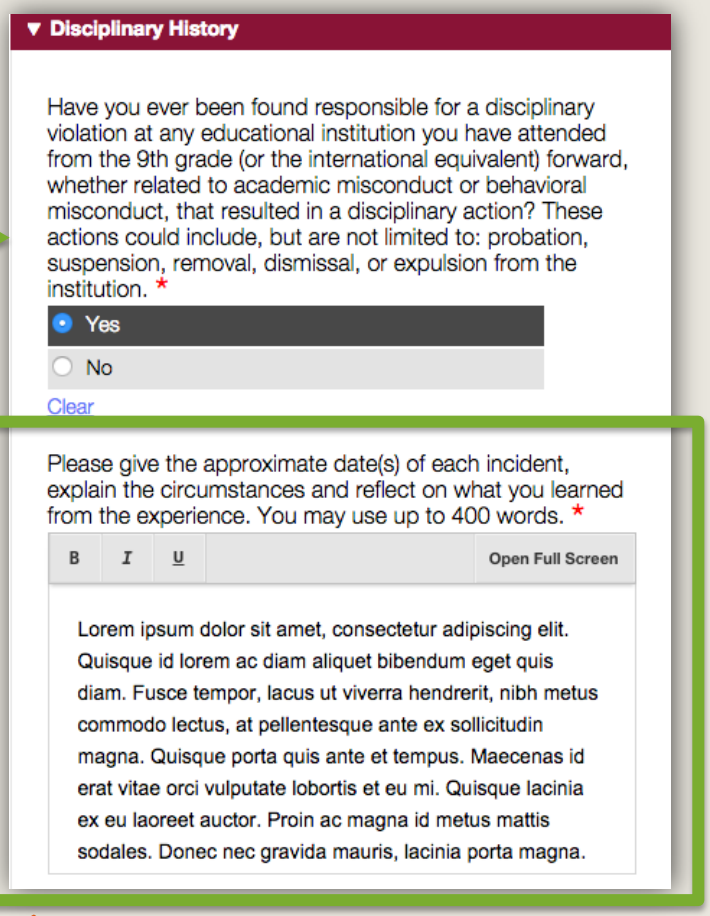


Click on "Open Full Screen" to expand text box

Disciplinary history question 1

Required two question section

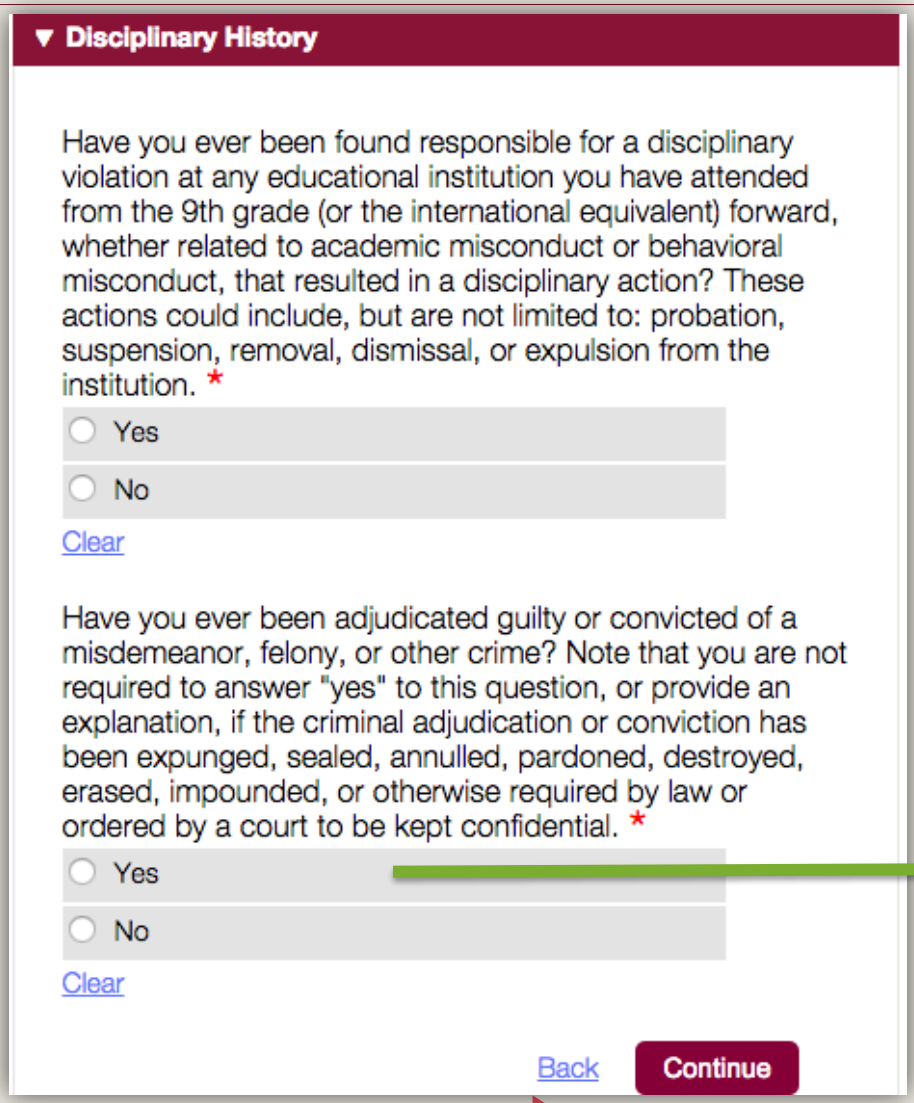


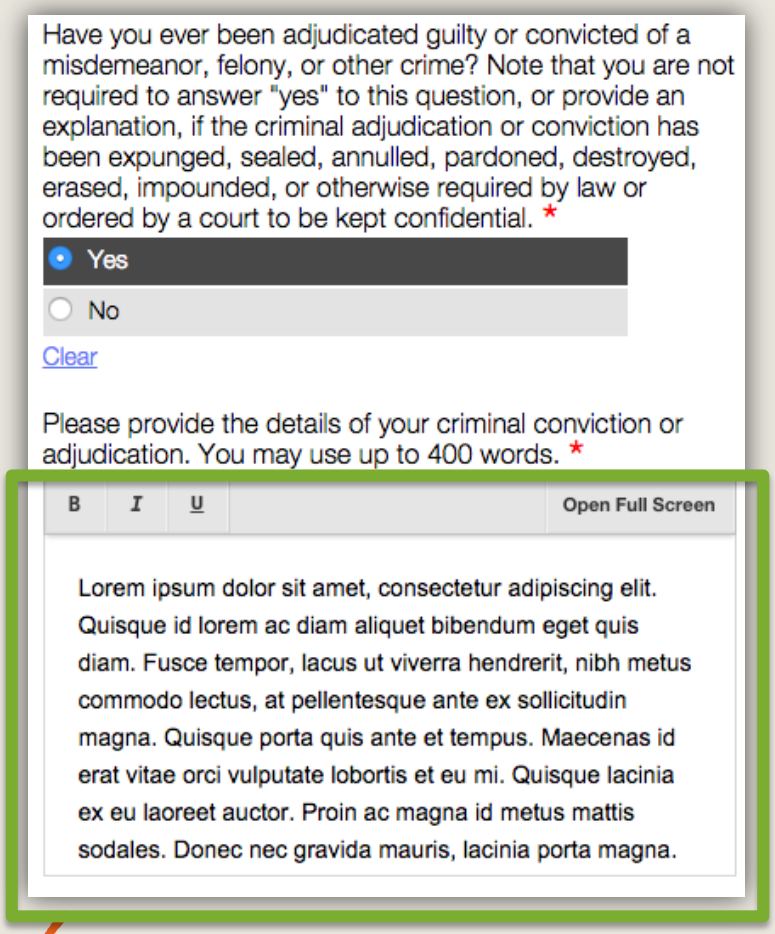


Pro-tip: If you are unsure how to answer this question, please speak with your parents or counselor.

ready

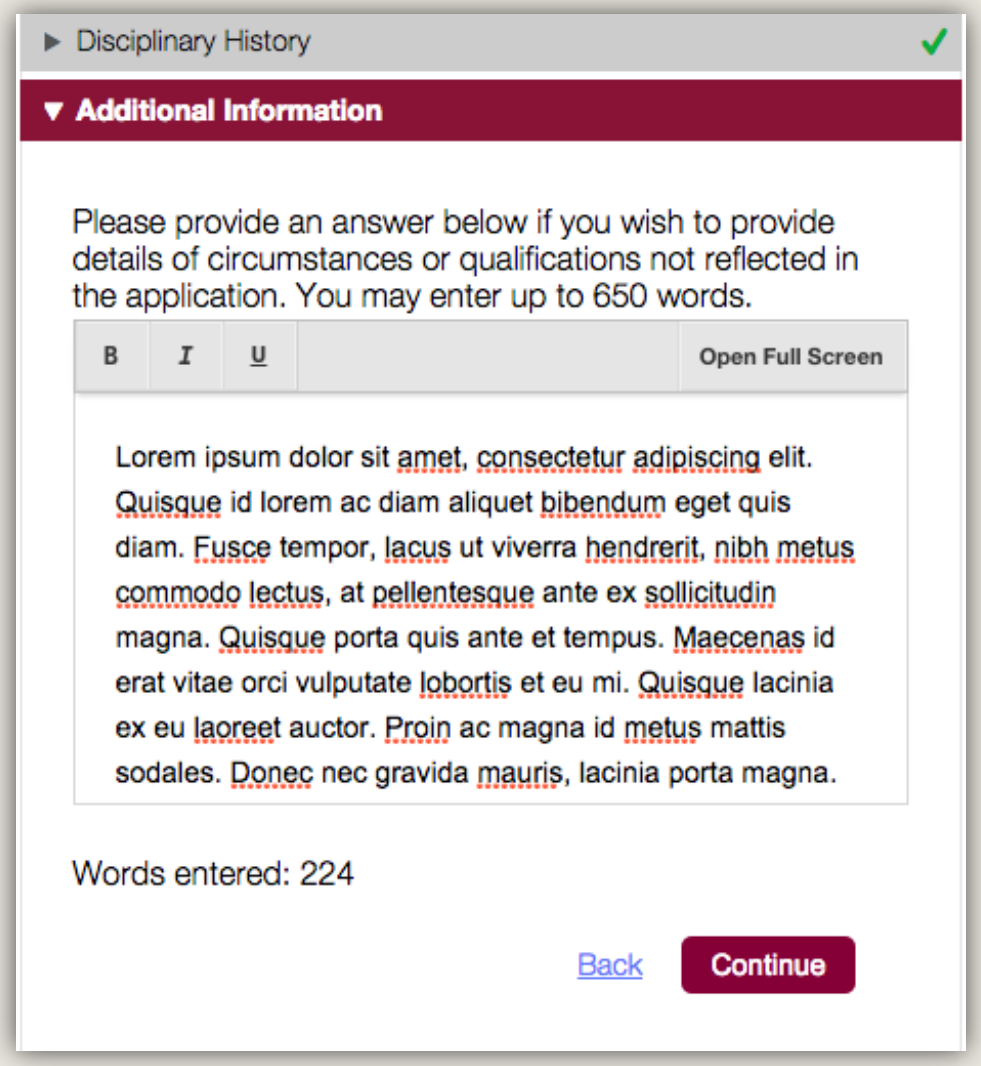
Disciplinary history question 2





ready

Additional Information

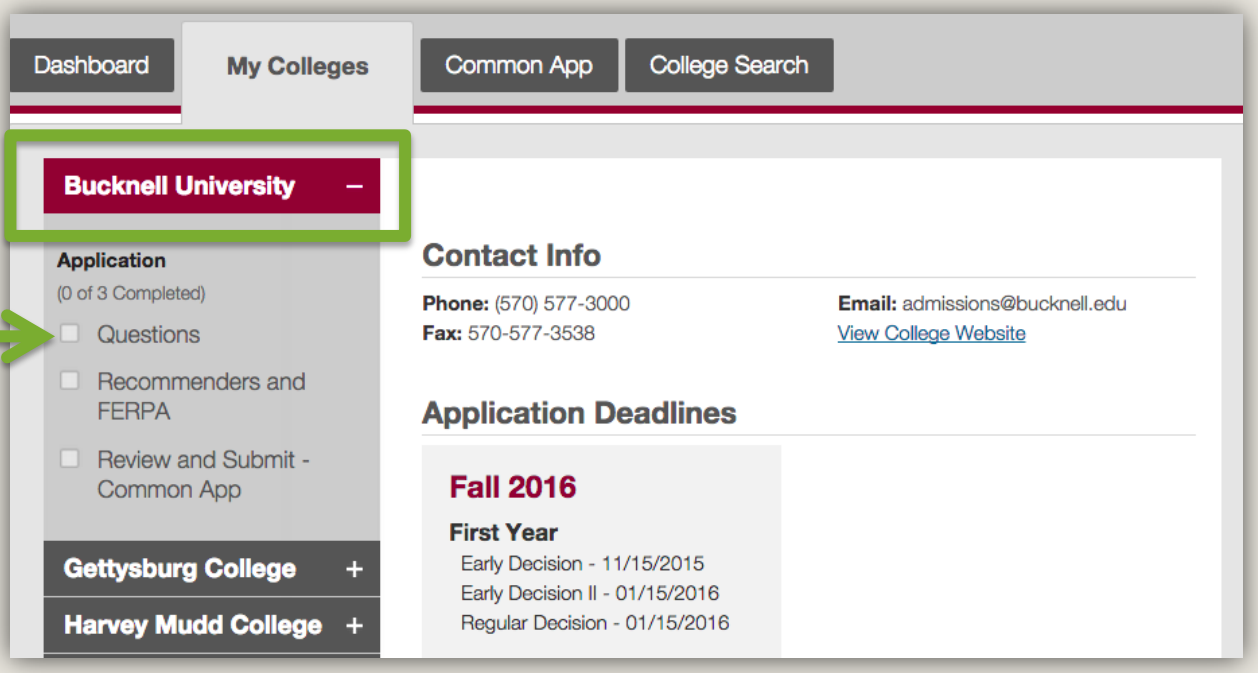


Pro-tip: Use this space to share any extra information you feel colleges should know about you.

commonapp ready

APPLICATION AND PAYMENT SUBMISSION

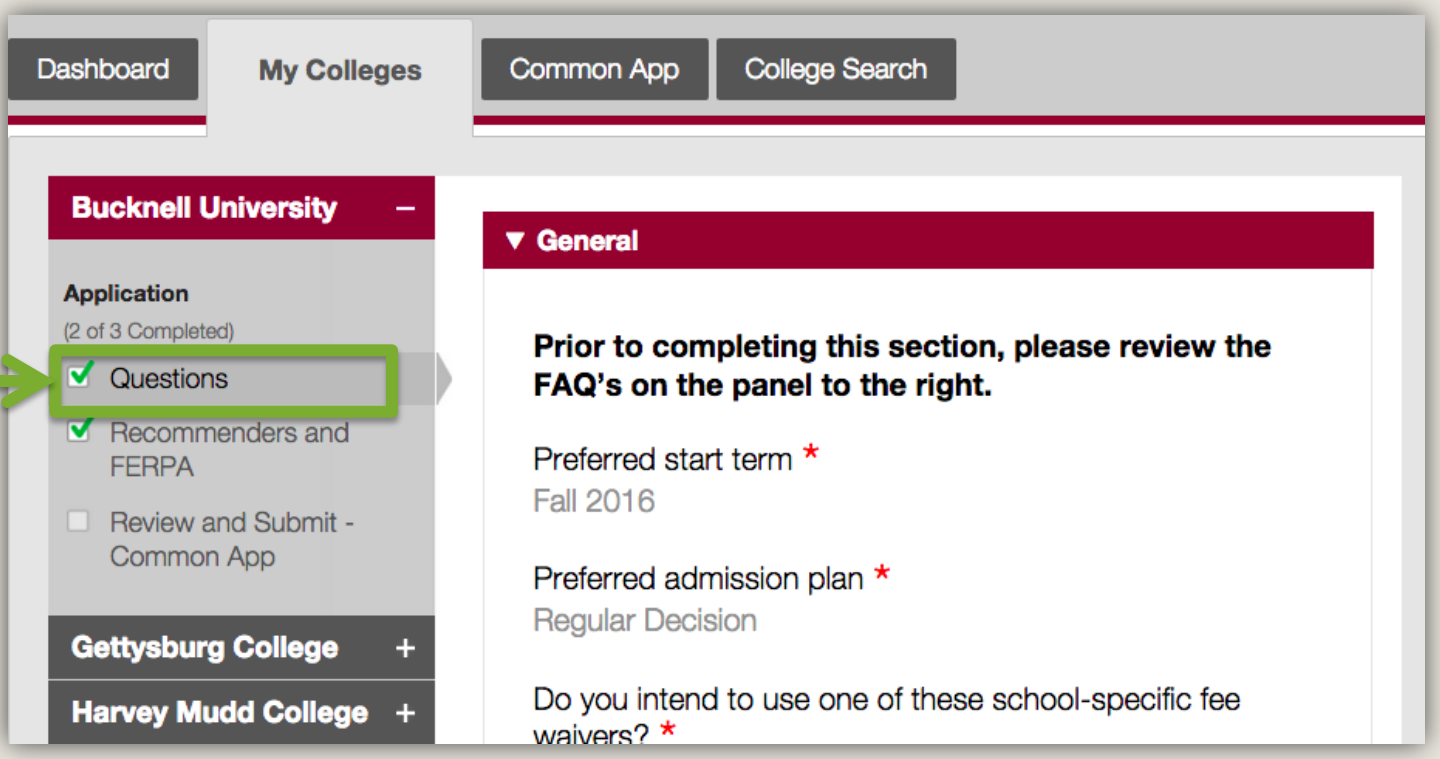
Navigate to a college



Complete college-specific questions

ready

Complete Questions

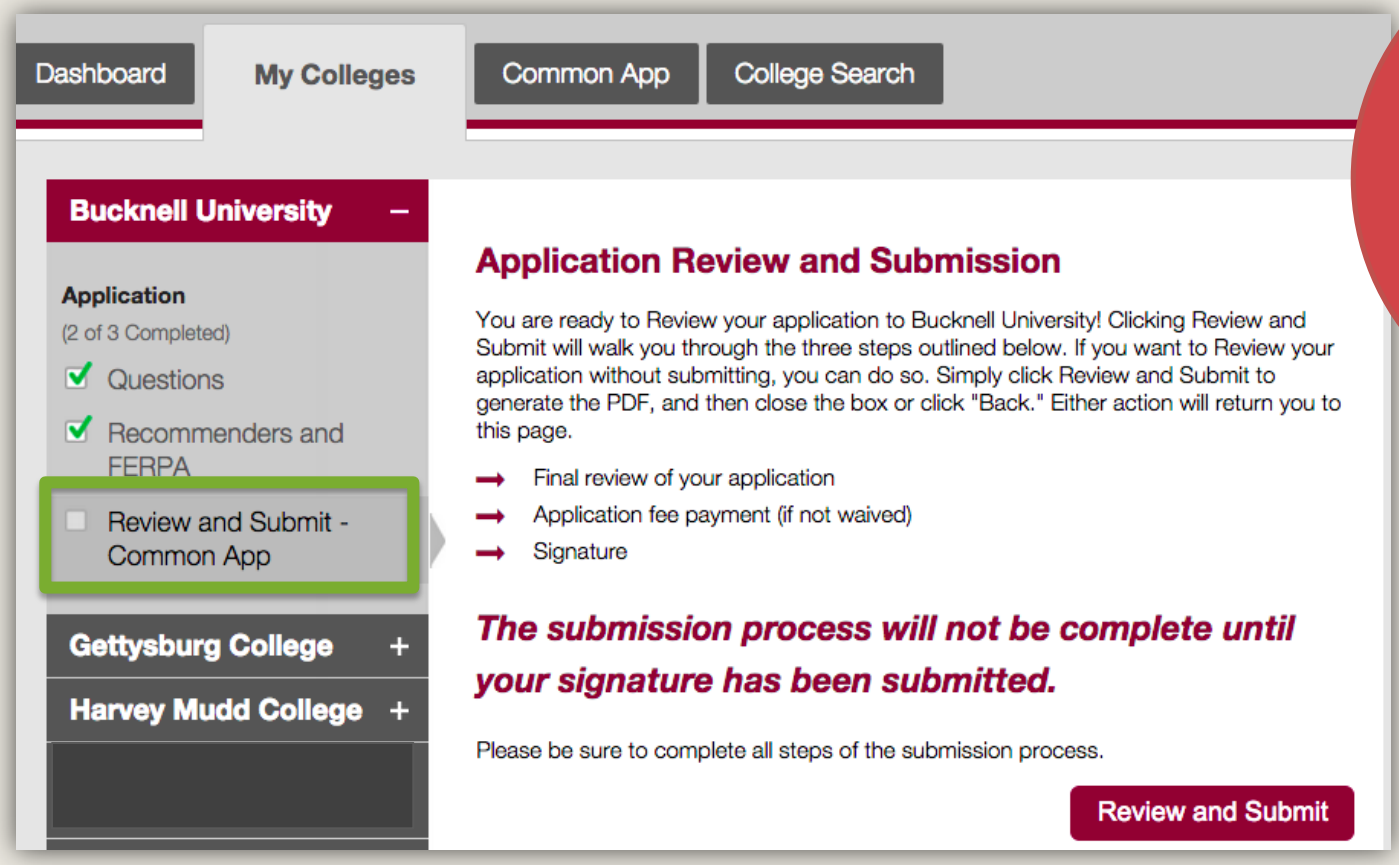


Green Checks = Complete

Pro-tip: College questions often include start term, major, and decision plan.

ready

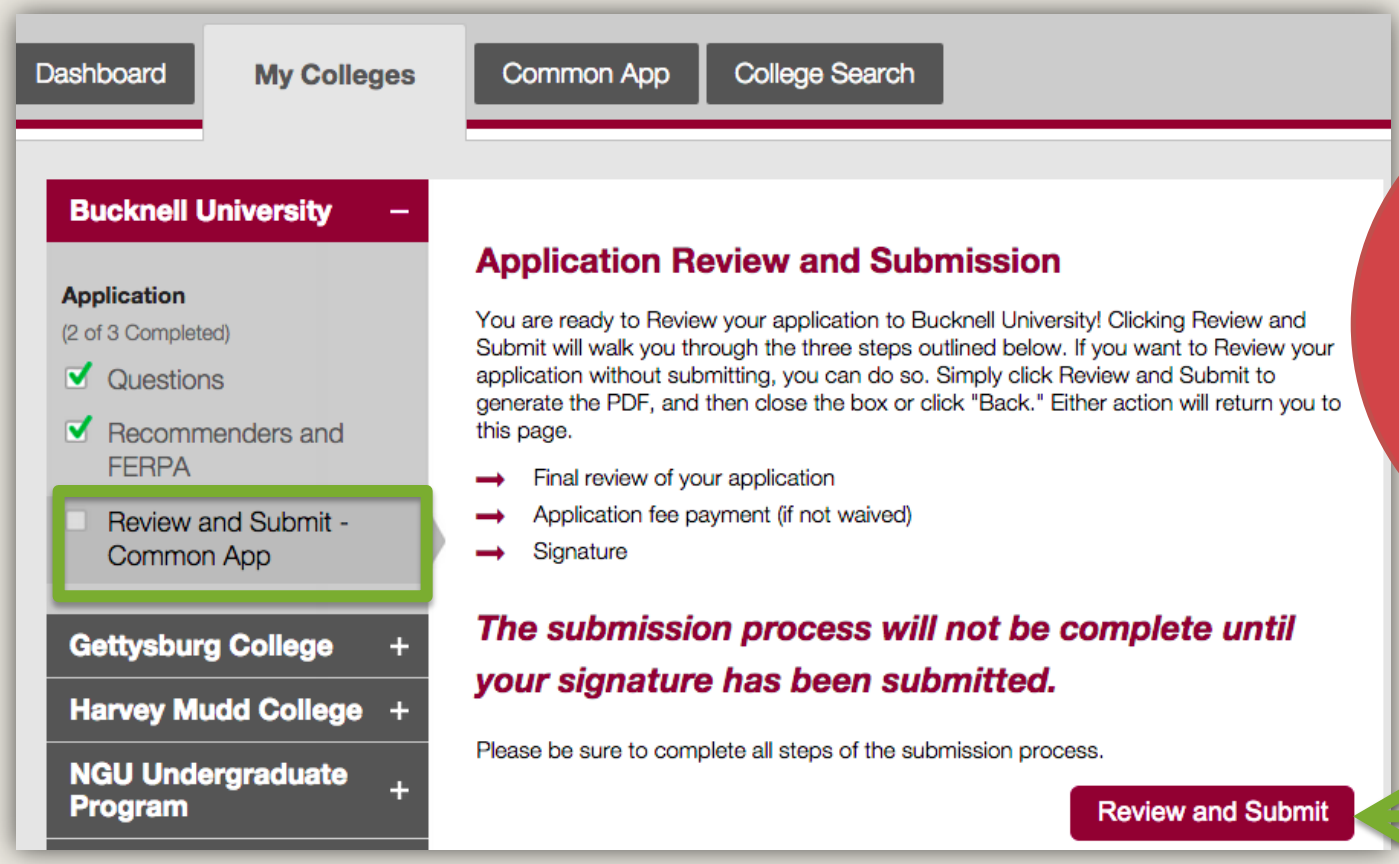
Getting ready to submit



Click on Review and Submit – Common App to reach this section

ready

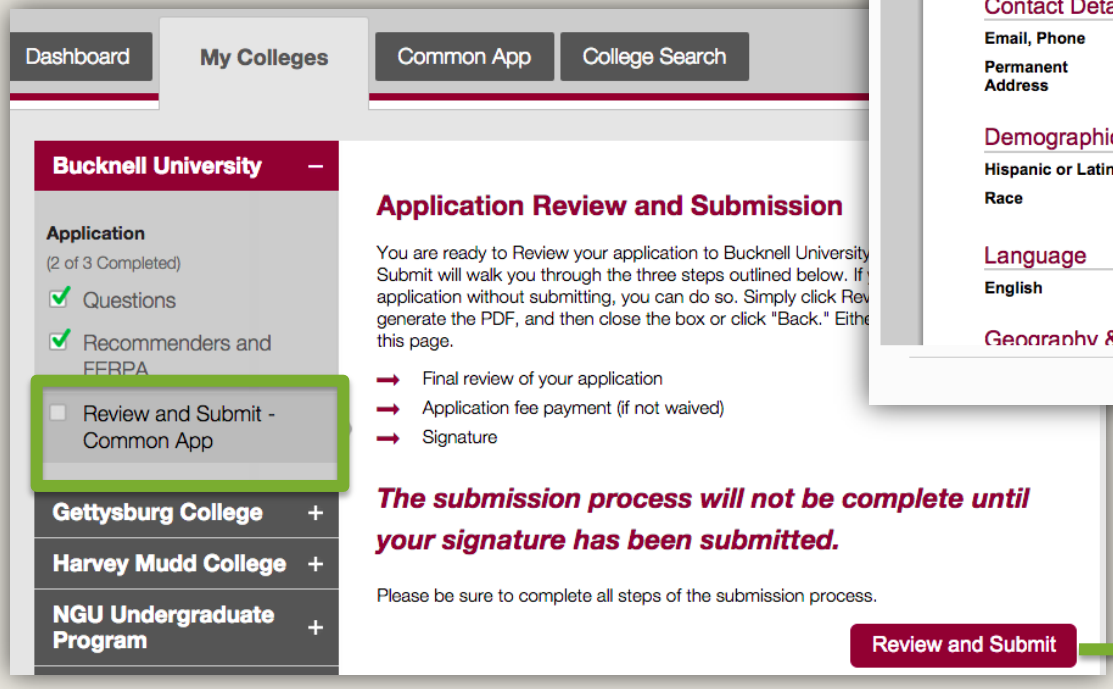
Review and Submit

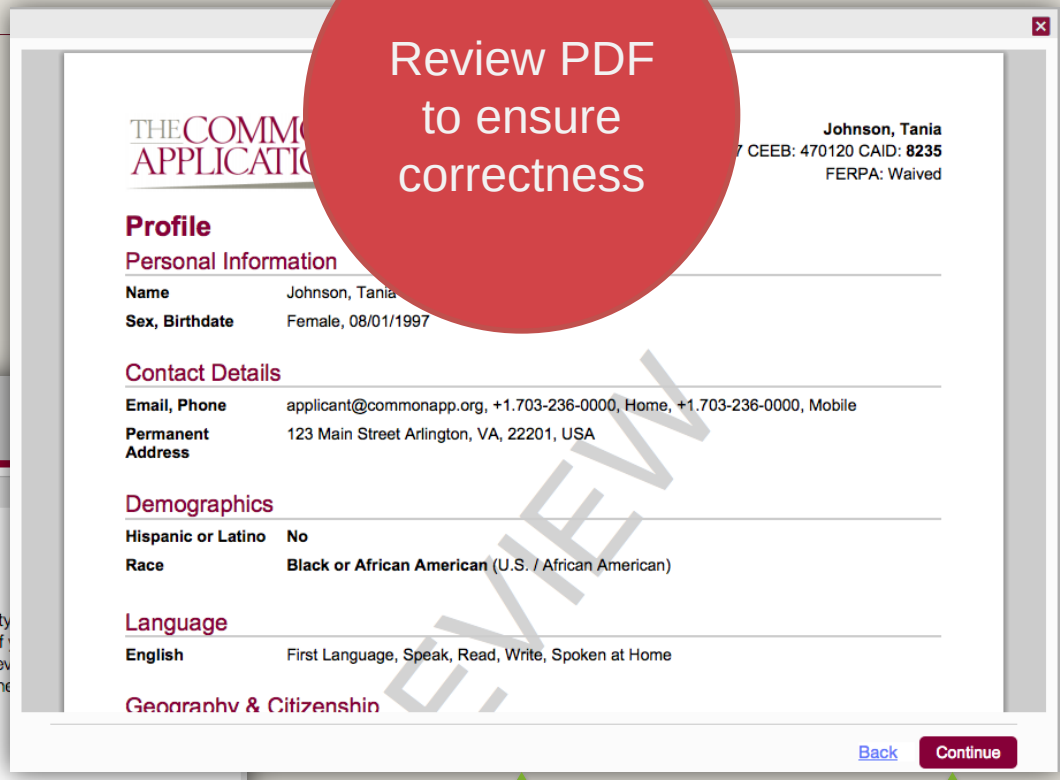


Click on Review and Submit button

ready

PDF preview



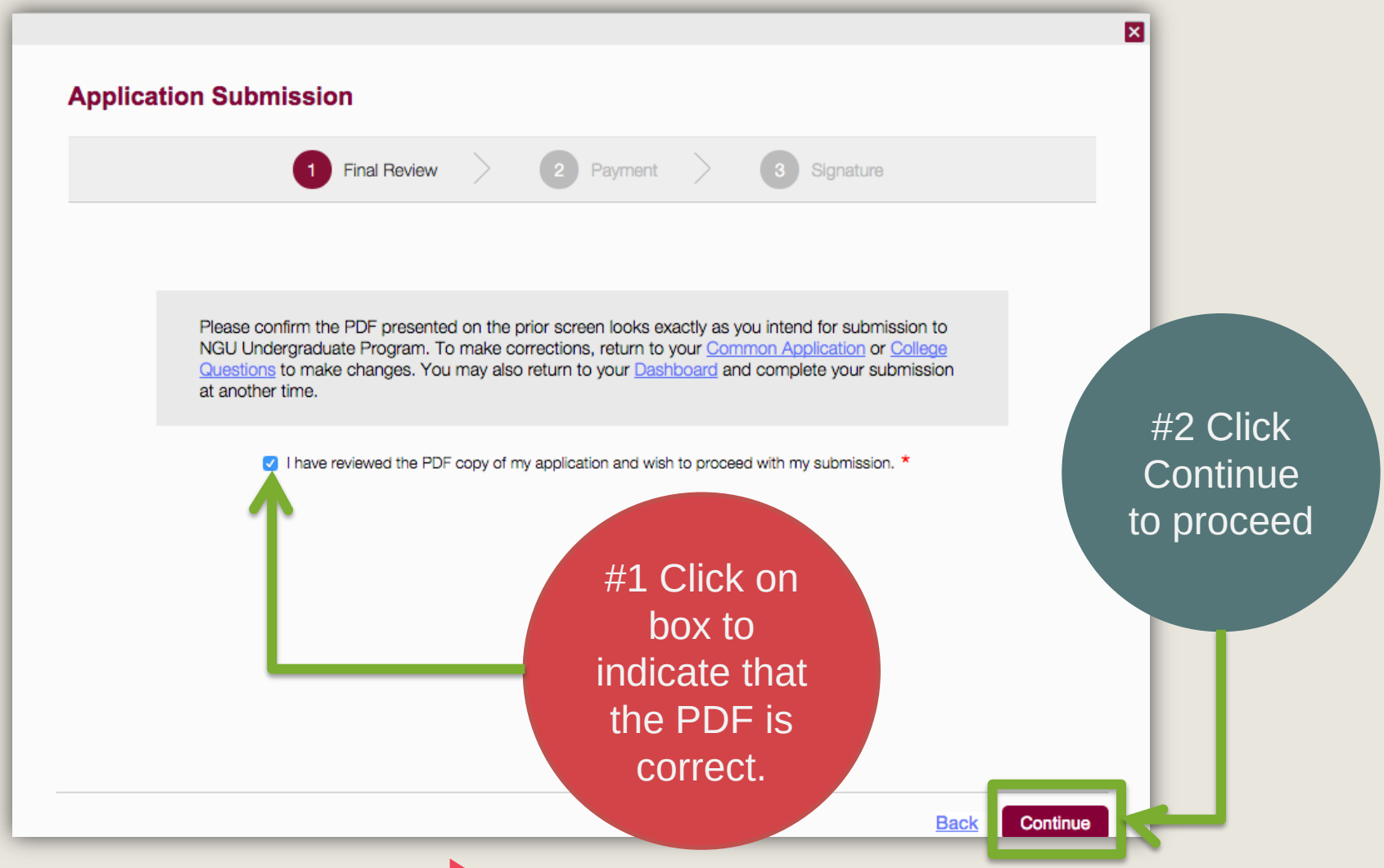


Review PDF to ensure correctness

Click Continue to proceed

ready

PDF affirmation

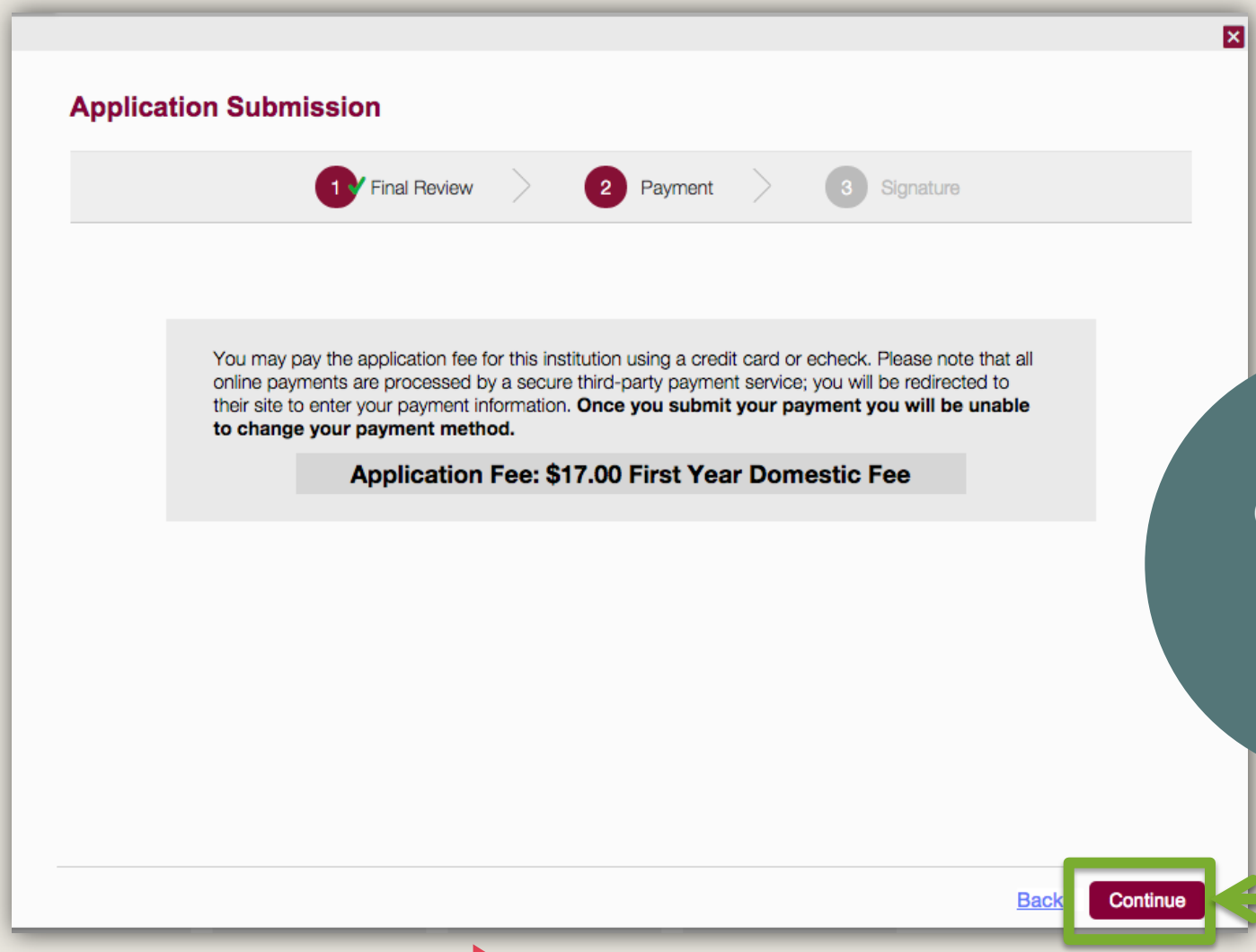


#1 Click on box to indicate that the PDF is correct.

#2 Click Continue to proceed

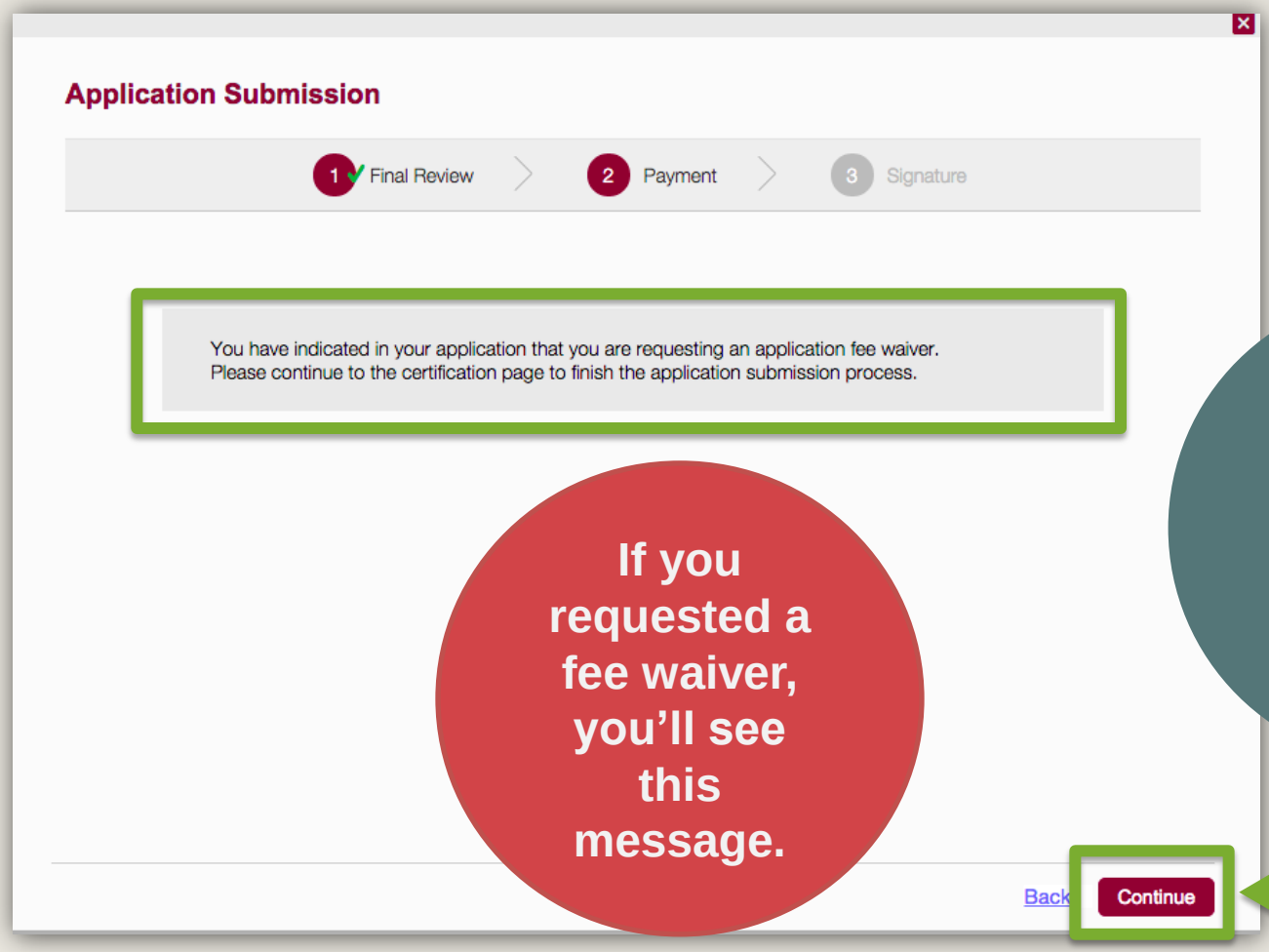
ready

Payment notification



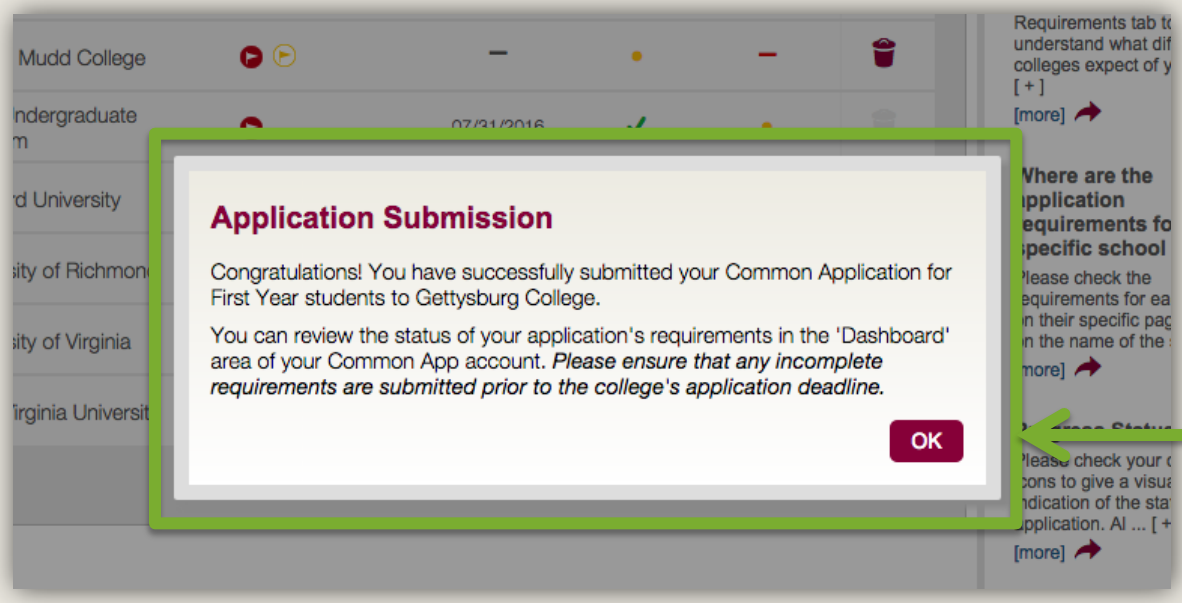
Click Continue to move to Payment Screen

Fee waiver screen



Application submission

Submission notification



Overlay appears immediately upon successful submission.

Pro-tip: You will receive an email confirming your submission.

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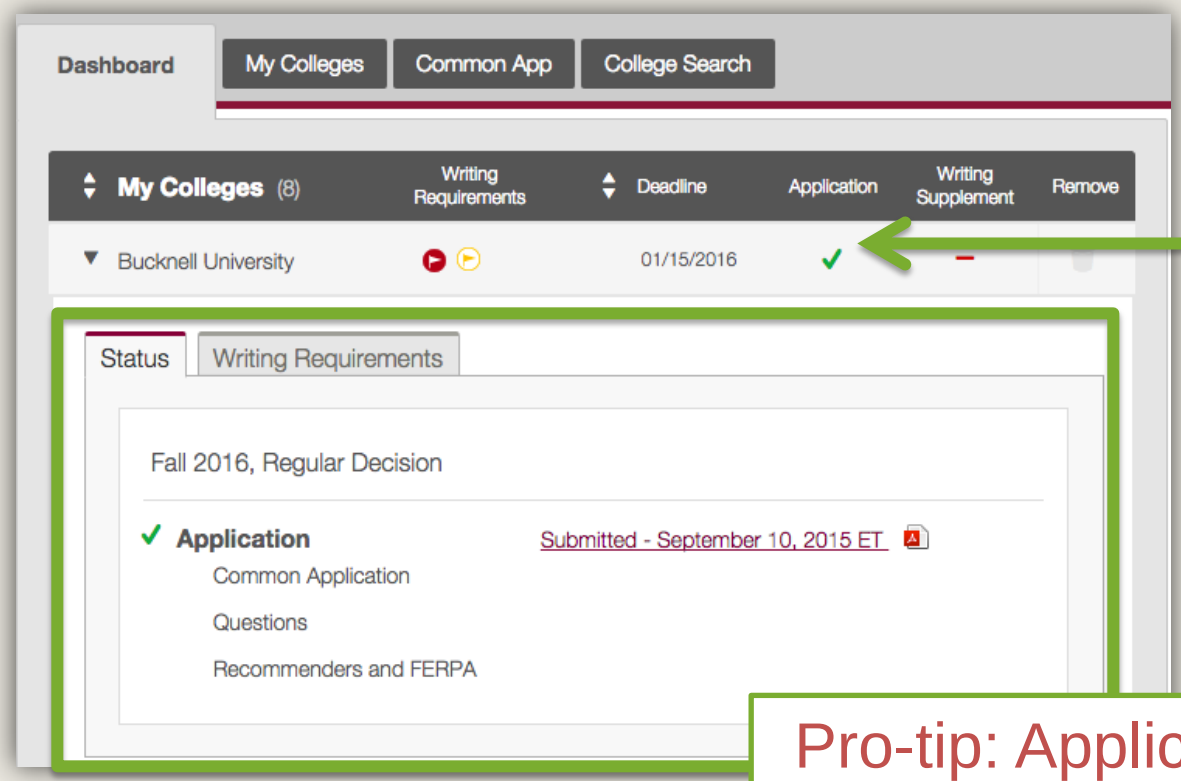
Submission status



Green check indicates that app has been submitted.

Pro-tip: Application submission date and time appears in the dashboard. **This is the date colleges use for scholarship deadlines**.

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Check Submission Status in Naviance

- You **MUST** indicate in your Naviance recordkeeping that you have submitted your application.
- If you have not indicated that you submitted your application then you need to…
  - Go to your 'Colleges I am applying to' section.
  - Go to your list of colleges and LOOK under the column heading **'My App'**.
  - Click on **'have you applied'**
  - Change your Status to **'I have submitted my application'** .

This is necessary in order to notify your counselor you are finished. Failure to do so will result in a delay in your application processing.

Update Naviance

- It is extremely important that you continue to update your Naviance college information.
- **Like What?**
  - Status of your applications – accepted/denied/waitlisted
  - Indicate the school you plan to attend next fall.
- **Why?**
  - To keep our data correct so future students can accurately use the Scattergram feature when looking at colleges.
  - **To make sure the school you've selected receives your Final Transcript**.
    - This is what we use to send them in June of 2017.

Questions?

Do not hesitate to stop in to the Guidance/Academic Advising Office. We will be happy to answer your questions or if you wish, you may schedule a time to meet with your Counselor.

We are here to assist you in Your College Application Process!

commonapp ready