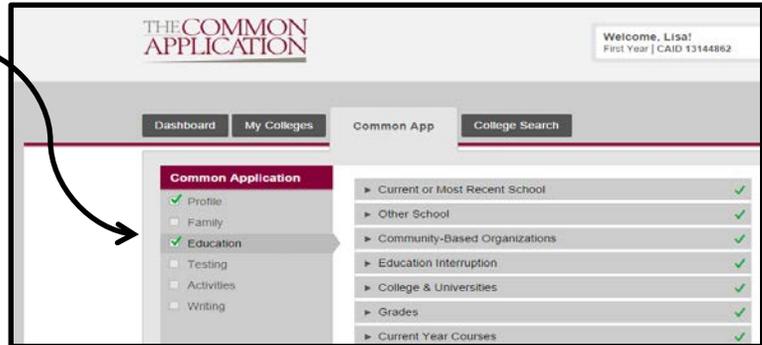


1. Link your Naviance account to your Common App account to sign FERPA waiver

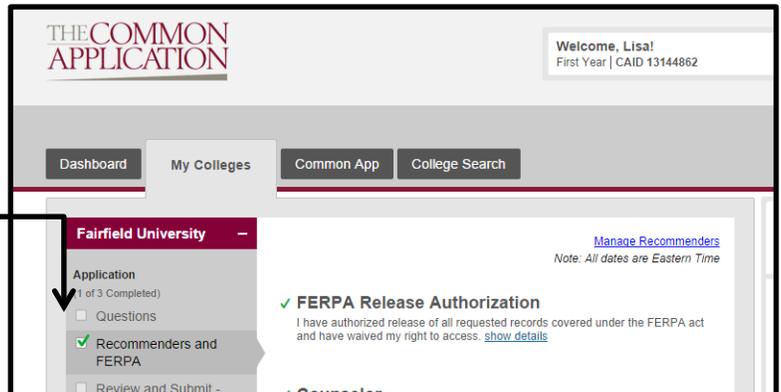
If you are applying to a college that uses the Common Application, you must **link** your Naviance account to your Common App account, as well as **sign the FERPA waiver**.

- a. Create your Common App account at www.commonapp.org
- b. Complete the “Current or Most Recent School Lookup” on the Education section under “Common Application” tab

** You cannot complete your FERPA waiver until this section of the Common App is completed!



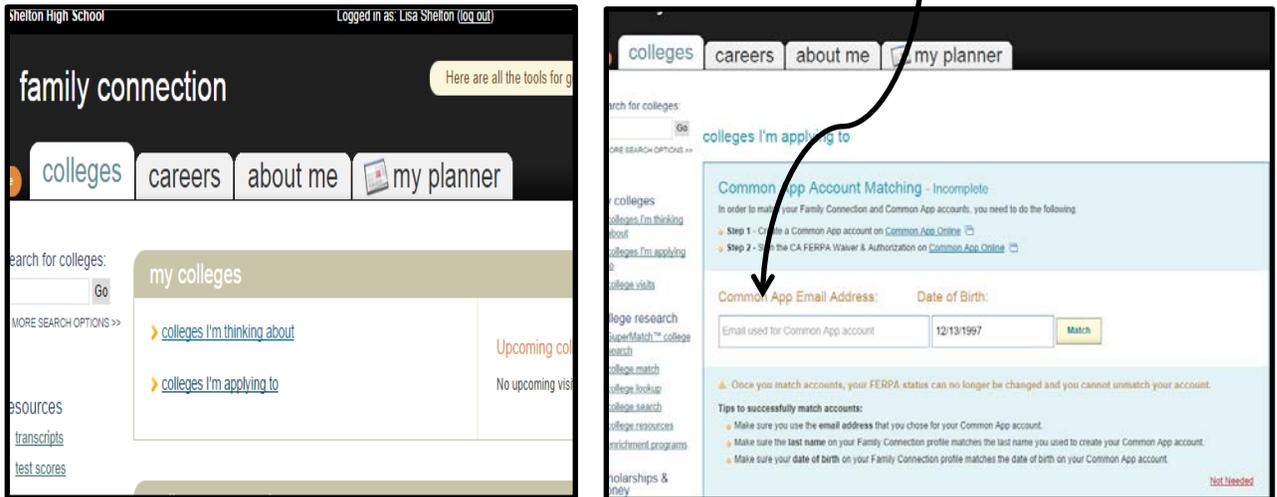
- c. In Common App, add all colleges that you know you are applying to to your dashboard by searching for them under the College Search tab, and add them to your college list
- d. Click on the My Colleges tab
- e. Click on one of the colleges you have added
- f. Click on Recommenders and FERPA (You will **NOT** be assigning recommenders here- this function is done exclusively through Naviance)
- g. Follow the steps to sign the FERPA waiver by clicking on the release authorization link.



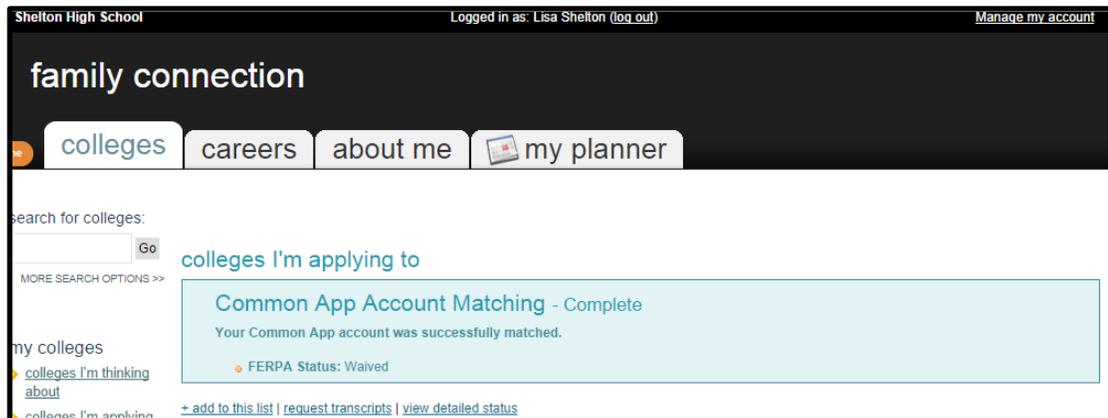
With this waiver you will authorize colleges to contact the school with questions. The Common Application system, and many published college admission books, such as College Admission (Mamlet & Vandavelde), and Admission Matters (Springer, Reider, and Franck), **strongly encourage students to waive their rights. Please be thoughtful in your decision, as you will not be able to change it later in the process.

- h. Login to Naviance (<https://connection.naviance.com/auth/fclookup>)
- i. Click on the “Colleges” Tab, and click the Colleges I’m Applying To link

- j. You should see a box saying that the “Common App Account Matching is Incomplete”. It will ask you to enter your **Common App** account email address.



- k. Your Naviance and Common App accounts should now be matched as indicated in the box at the bottom of this screen, as well as indicate whether FERPA was waived.

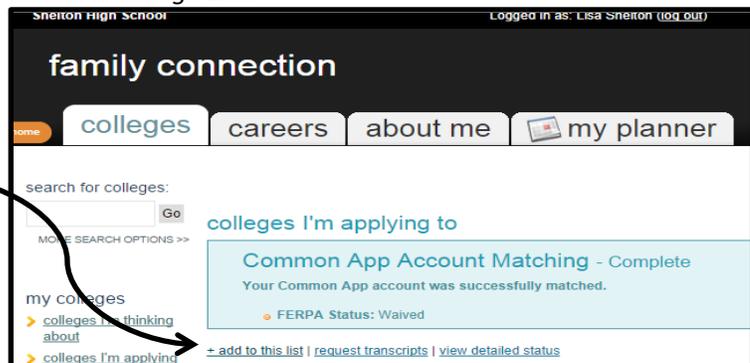


If you are ONLY applying to colleges that **do not use the Common App, you *do not* need to complete this step in Naviance. Click on the “Not Needed” link in the lower right corner of the matching screen. The FERPA waiver will be a part of that college’s application process directly.

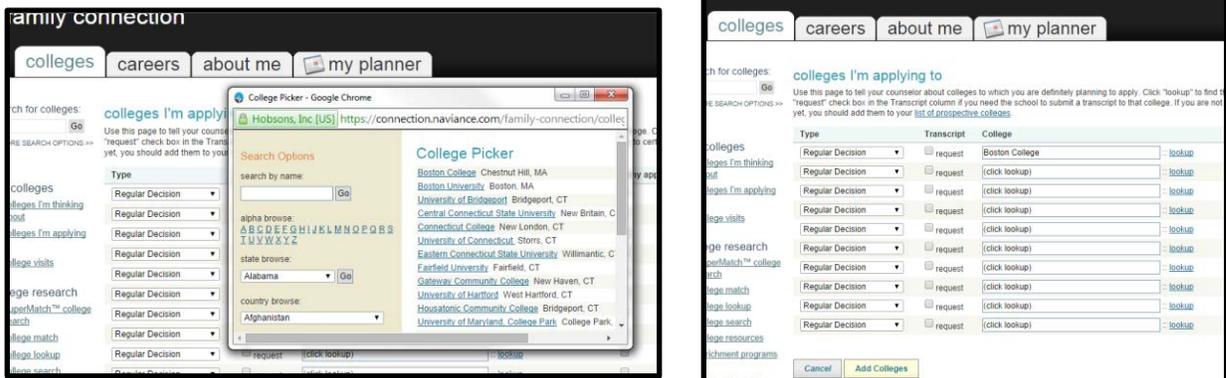
2. Add colleges directly to Naviance if not applying through common app:

As soon as you know *even one school* that you are applying to, you should add this school to your *Naviance College List*:

- Click on the colleges tab
- Click on colleges I’m applying to
- Click on +add to this list
- Click on “lookup”, and search for your college.



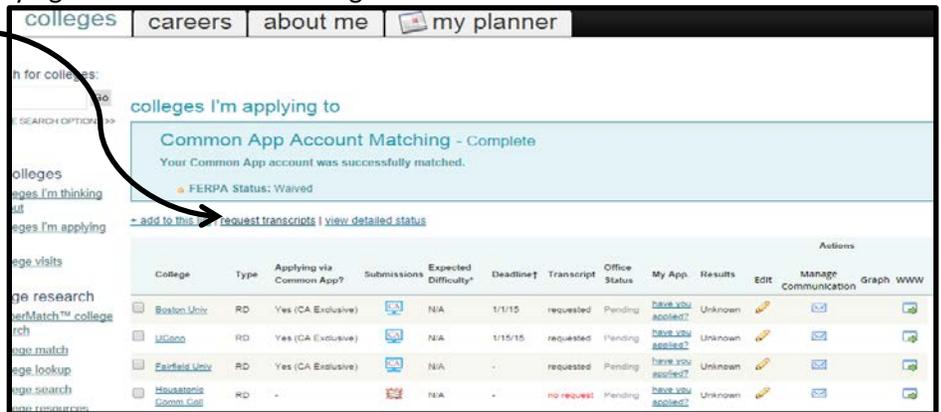
- Click on the college name, then click on the “Add Colleges” button at the bottom
- Repeat the above steps to add additional colleges



3. Initiate the request for the required documents.

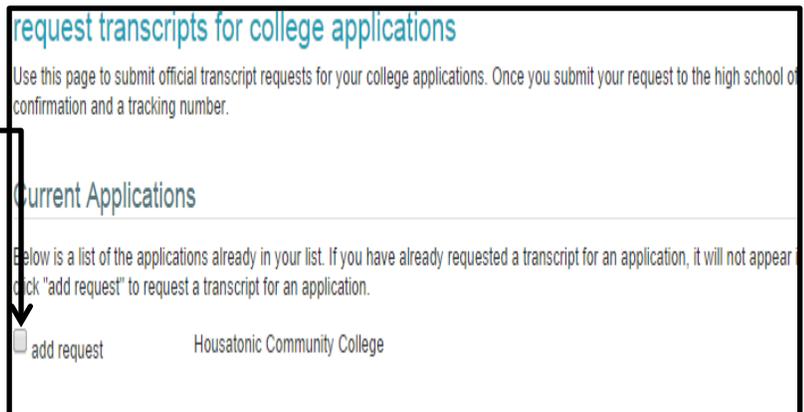
As soon as you are confident in your plan to apply to specific colleges, *even if you are not ready to actually apply yet*, you should initiate your request for documents in Naviance to give the school counselors time to gather the required documents:

- Go to “Colleges I’m Applying To” link under the Colleges tab
- Click on the Request Transcripts button at the top of the screen



- Check the box “add request” for all your colleges and click “Request Transcripts” at the bottom on the page- you will receive a confirmation afterwards

**You can see a summary of your requests by clicking on “transcripts” under the Colleges tab and clicking on “View the status of all my transcript requests”.



4. Request teacher recommendations. Most colleges will either require or recommend at least one/two teacher recommendations.

- a. First TALK to your teacher(s) to confirm that they will write a recommendation for you.

Under “Colleges I’m Applying to” in Naviance, under the Letters of Recommendation section click on the underlined blue words:

Letters of recommendation

Some colleges require letters of recommendation to be submitted with your application. Please visit the [letters of recommendation section](#) from the main colleges page, for more information.

- b. Click on Add Request button
- c. Select the teacher(s) from the pull down menu and follow the steps.
- d. Enter a personal note to the teacher, formally requesting the recommendation and thanking them for taking the time
- e. Click on the Submit Requests button
- f. ***To request a recommendation from someone not at SHS, please check the college’s admissions website for instructions, and speak to your guidance counselor for additional help.

5. Refine your list of colleges and complete the college applications:

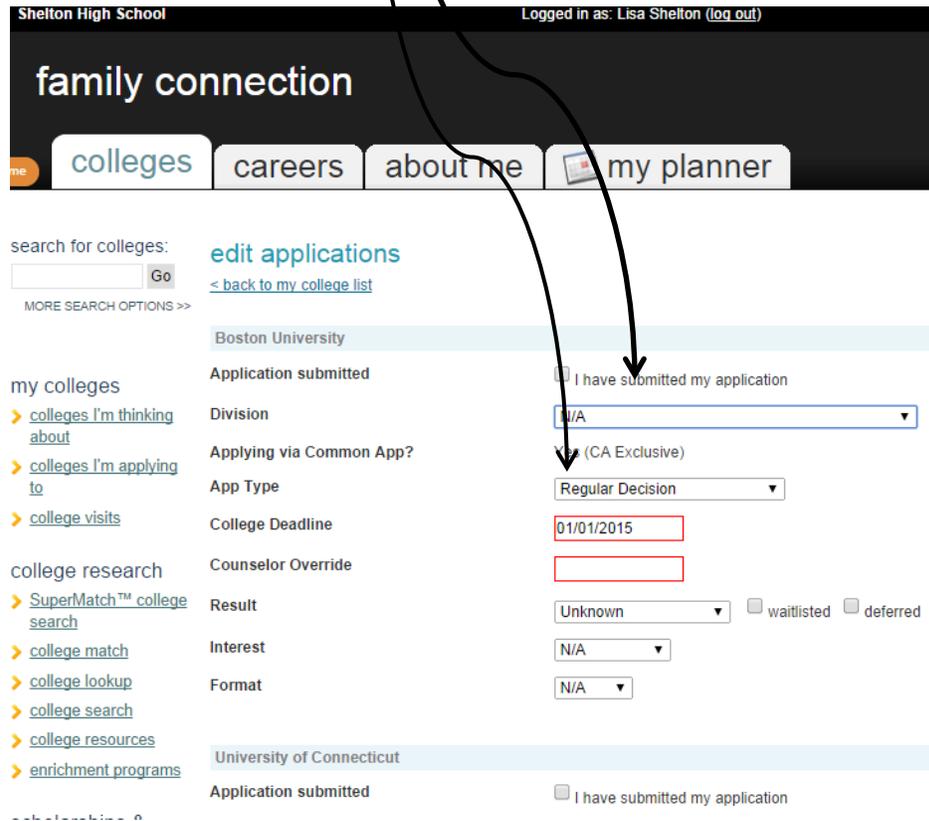
As you add colleges, simply repeat steps above to request documents and teacher recommendations for the additional colleges. *In addition, you should be updating specific information about the application type (e.g. whether you are submitting under Early Action, Regular Decision, or some other type)*

- a. In the colleges I’m applying to link in Naviance, click on the pencil “edit” icon next to any of your schools



College	Type	Applying via Common App?	Submissions	Expected Difficulty*	Deadline†	Transcript	Office Status	My App.	Results	Edit	Manage Communication	Graph
Boston Univ	RD	Yes (CA Exclusive)		N/A	1/1/15	requested	Pending	have you applied?	Unknown			
UConn	RD	Yes (CA Exclusive)		N/A	1/15/15	requested	Pending	have you applied?	Unknown			
Fairfield Univ	RD	Yes (CA Exclusive)		N/A	-	requested	Pending	have you applied?	Unknown			
Housatonic Comm Coll	RD	-		N/A	-	requested	Pending	have you applied?	Unknown			

- b. For the specific schools, enter the Division (School department, campus, etc) to which you are applying if applicable and known
- c. For the specific schools, select the application type. This is especially important if you are applying early, as it will notify your school counselor of the earlier application deadline.
- d. Click on the Update Applications button at the bottom



6. Indicate that you have submitted your college applications

It is important to keep your counselor and recommenders informed about when you submit your college applications, or if you change your mind about applying to a specific college.

- a. In the “Colleges I’m Applying to” link, click on the have you applied? link for any of the schools

College	Type	Applying via Common App?	Submissions	Expected Difficulty*	Deadline†	Transcript	Office Status	My App.	Results	Edit	Manage Communication	Graph
Boston Univ	RD	Yes (CA Exclusive)		N/A	1/1/15	requested	Pending	have you applied?	Unknown			
UCConn	RD	Yes (CA Exclusive)		N/A	1/15/15	requested	Pending	have you applied?	Unknown			
Fairfield Univ	RD	Yes (CA Exclusive)		N/A	-	requested	Pending	have you applied?	Unknown			
Housatonic Comm Coll	RD	-		N/A	-	requested	Pending	have you applied?	Unknown			

- b. For those colleges for which you have submitted, check the box I have submitted my application
- c. Click on the Update Applications button at the bottom

- d. If you have decided not to apply to a specific college, under the “Colleges I’m Applying to” link, check the box to the left of the college name, then click on the Delete Application button