Naviance Family Connection: College Application Process

Logging Into Naviance for the First Time

1. Go to http://connection.naviance.com/taylorhighs
2. Click I need to register under the tab Are you New Here
3. Enter your registration code
4. Enter school email address
5. Enter Username- school email address
6. Enter Password- Student ID plus 000
7. Accept privacy terms
8. It will then take you to the Family Connection Login Page
9. Re enter your username and password

Submitting a College Application Step by Step

Login to your *Naviance* account http://connection.naviance.com/tayhighs

Username- THS Email Address

Password- StudentID plus 000

1. Go to the **COLLEGES** Tab
2. Click on **Colleges I'm Thinking About**
3. Add Colleges To This List. This will give you the opportunity to add the schools you are interested in applying. Rate the level of interest.
4. Click on the name of the college. This will show a profile of the college and link to the school's website.
5. **Understanding Admission Requirements**

   Click on the college. You can then view a profile of that school. You can also connect to the school's website. Admission requirements are almost always found on the Admissions or Undergraduate Admissions of the school's website. They may also have a tab labeled Prospective Students. You can always contact the admissions department of a school to discuss your situation.
6. **Applying to a school that requires the Common App**

   If you are applying via Common Application, you will need to complete the Common App Account Matching.

a. Step 1- Create a Common App Account on www.commonapp.org or by clicking the Common App Online link on Naviance.
b. Step 2- Sign the CA FERPA Waiver & Authorization on Common App Online
c. Once you match accounts, your FERPA status can no longer be changed and you cannot unmatch your account.

Tips to successfully match your account:

Make sure you use the email address that you chose for your Common App account.

Make sure the last name on your Family Connections profile matches the last name you used to create your Common App Account.

Make sure your date of birth on your Family Connection Profile matches the date of birth on your common app account.

To apply to college using the Common App:

Complete applications via the common app website. Make sure to proofread your application. For a walk through on all parts of the common app application, check out this website: [Tips for Applying Using Common App by Kahn Academy](#).
https://www.khanacademy.org/college-admissions/applying-to-college/college-application-process/a/filling-out-the-college-application-common-application-walkthrough

7. **Applying to a Non Common App School**

To apply to college using another online submission:

Go to the school's website. You may connect with them using the profile in Naviance. Find the school's admission portion of the website. Follow the instructions for applications from each school.

8. **Requesting a Transcript**

AFTER you have submitted your application
a. Go back to your **Colleges I'm Thinking About** list
    i. Check the box next to the College where you applied
    ii. Click the box that says **Move To Application List**
    iii. Answer the questions provided for each school's application list
    iv. Choose the **Application Type** (RD, ED, EA, etc.)

Regular Decision- You will apply by a specified date that usually falls between January and March, after which application review typically begins. Students will be notified by a certain date in the spring (usually by early April since the national candidate reply date to accept the offer of admission is May 1).

Early Decision- The college you applied to is your first-choice and you will accept the offer of admission. You will apply to only one school as an ED applicant. That acceptance of an offer admission is binding. And, it is expected that you will withdraw all applications to other institutions.

Early Action- for students who want to apply early (before the regular application deadline). Of the college admission application types, this is one for which the offer of admission is non-binding, meaning you are not under any obligation to accept the offer of admission. The Early Action option makes sense for students who are sure of their first-choice college but don't want the restrictions that come with applying as an ED applicant. Some benefits to applying Early Action include early consideration for competitive majors where the number of slots is limited and perhaps access to certain scholarship opportunities (details and opportunities will vary by institution and program).

Early Decision II - Similar to EA I, but with a later deadline (still prior to the regular admissions deadline). Same conditions apply: non-binding; ideal for students with top/first-choice schools.

Rolling Admission- Applications are accepted on an on-going basis and are reviewed as they come in. Students are typically notified within 2-4 weeks following submission.

Restrictive Early Action — This is a non-binding early application option for students who have completed a thorough college search and are confident Stanford is their first choice. Admission decisions are released by December 15, and admitted students have until May 1 to respond to their offer

Priority- A priority application can mean a few different things. For most colleges, it means that if you have your application submitted by the priority deadline, then you'll get your acceptance decision back at an earlier date. For other colleges, it can mean that they'll waive your application fees or that you'll be considered for special scholarships. You'll just have to read the fine print on the application or the college website to find out what they're specifically offering with a priority application, and make sure that it isn't a binding early decision application.

Early Action II- EA II is a second chance to apply early at the beginning or middle of January, with a response back from a college sometime four, six, eight weeks out. Early Action colleges usually allow students to apply to other EA schools.

      v.   Check the box next to Request Transcript
     vi.   Check the box **Add Applications**
    vii.   Check Add Unofficial Test Scores if you want them sent (it is recommended that you have them sent from ACT or SAT – some colleges will require this)
   viii.   Check Mid-Year Transcript if appropriate

9. **Alternate way to Request Transcripts**
   a. Under the Resources Tab on the left side of your Family Connections Screen, choose Transcripts.
   b. Next, select from the choices listed. Scholarships, College, or View the Status of Transcript Request
   c. Select Request Transcripts for my College Applications
   d. Lookup the college you have applied to.
   e. Select Request Transcripts at the bottom of the page.

10.   Teacher Recommendations

(Give the teachers at least 3 weeks to write a recommendation.
- a. Click on your **Colleges** TAB
  Click on **Colleges I'm Applying To**
- b. Scroll down to **Teacher Recommendations**
- c. Click **on Teacher Recommendation Page.** This will take you to the Teacher Rec section of the website
- d. Answer the Questions Listed including which teacher you are requesting.
- e. Select **Submit Request**

11. College Status

When you receive a decision from the college and you have decided which school you will be attending.
- a. Click on Colleges tab
- b. Click on Colleges I am applying to
- c. Click the pencil icon to update your status (Accepted, Waitlisted, etc)
- d. When you have decided on a school, click on the College I am Attending Tab. Select from the dropdown box.