

Naviance

Family Connection @
Wicomico High School
12th Grade

<https://connection.naviance.com>

**SAT SCORES MUST BE SENT
THROUGH COLLEGE BOARD**

****You receive 4 free during the time of registration****

How to Apply to College Using Naviance/Family Connection

1. Go to "College I'm Thinking About" and move any college you will be applying to into "Colleges I'm Applying to"
 - a. Click on the box next to the college you want to move
 - b. Click on "move to application list"
 - c. Under "type" select the deadline to which you will be applying
 - d. Click on "add application"
2. Enter the colleges you are applying to under the "Colleges I'm Applying To" tab.
 - a. Click on "add to the list" and look up the college
 - b. Look up by college name
 - c. Use the drop down menu under "type" to select the deadline to which you will be applying
3. Once you have applied to the college, go in and update that you have applied (on your list of colleges)
4. If there is a box next to the college with a "CA" in it, this college accepts Common Application.
 - a. If you have colleges that accept Common Application, you should use it!!! You only have to fill out one application and can send it to any of the schools on the participating list!

How to apply Using the Common Application

1. Log onto www.commonapp.org
2. Create a user name and password
3. Follow Direction on the Common App website
4. Write down your common app log in information
5. Complete the FERPA release authorization on the Common App website-**YOU ARE ALLOWING YOUR TRANSCRIPT AND RECOMMENDATION LETTERS TO BE SENT TO COLLEGES ON YOUR BEHALF**
6. Log into Family Connection
7. Click on the Colleges Tab and click on Colleges I'm Applying to
8. Fill out the large blue box at the top-Common App Account Matching-Enter your Common App email address, not your family connection one!

How to request a teacher letter of recommendation

1. Click on the Colleges Tab and Colleges I'm Applying to
2. Under Teacher Recommendation, click on Add Request
3. Click on the Teacher name and write the a short message asking them for the letter of recommendation
4. Use the (optional) teacher recommendation worksheet to give to your respective teachers
5. See the teacher in person and let them know you have sent an email requesting for the letter of recommendation through Naviance. Ask if they are willing to provide it for you and use the (optional) worksheet to guide them.

How to Request a Transcript

1. Click on the Colleges Tab and Colleges I'm Applying to
2. You must have the college listed before you can request the transcript
3. Above your list of Colleges click on "Request Transcript"
4. Example-
 - Salisbury University
 - ✓ Add request
 - ✓ Send Mid-year transcripts
5. PLEASE BE AWARE-some colleges want you to send your SAT/ACT scores directly from College Board and will not accept any from the high school. It is your responsibility to know how the college needs to receive your SAT/ACT Scores.

College Application Cover Sheet

1. The Cover sheet is found in your Naviance Account and in this packet
2. Complete one for each college you are applying to
3. Bring it to your school counselor when you are ready to have your information sent to the colleges (after you have completed your part of the application)

After you Receive Admission Notification

1. Once you hear an admission decision from the colleges, go on your college list and click on your pencil
2. Update the admission decision given by the college

Your College Essay!!!

- If you upload your college admission essay into your "journal" under the About Me Tab your school counselor can review it and give you feedback if you like!
- Just send an email letting us know you have uploaded it and would like it to look it over
- Please be sure to include the question you are answering

MY PLANNER TAB-

Goals: You can set goals for yourself in any of the areas listed

To Do List: Can use to keep track of college deadlines, scholarships, upcoming test and projects due

Tasks Assigned to Me: Tasks assigned by Guidance that you can/should complete throughout the school year. Some will be required like Senior Survey!