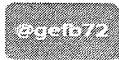


SENIOR GUIDANCE – NAVIANCE – SEMESTER 1

1. Paper Survey
 - a. Please make sure your first and last name, ID#, and email address are readable
 - b. Please make sure you turn this in when asked
2. Remind Senior Group:
 - a. Make sure to join because this is the main way we will communicate with you regarding important information

Senior Class: Text @gefb72 to 81010

to: 81010



3. Log In:
 - a. Click on the “Naviance for Current Students” Quick Link on the PEHS Homepage
 - i. Where it says **Email or Username**, type in your **ID#**
 - ii. Type in your password
4. Various Tabs:
 - a. Colleges
 - b. Career
 - c. About Me
 - d. My Planner
5. Click on “Colleges I’m Thinking About”
 - i. Click on “Add Colleges to this list”
 - ii. Under “Look by” use Quick List or use arrow to see other options
 1. Search by Typing College Name, or browsing by alpha, browsing by state, or browsing by country
 - iii. Click box in front of college(s) of your choice
 - iv. Click on “Favorite” on the right above the list of colleges
 - v. When you add colleges to your list, they are added in alphabetical order
 1. Clicking on the college name gives you information about the college
 - vi. Delivery Type (Transcripts):
 1. Common Application

- 2. Electronic
- 3. Mail
- vii. Application Deadlines:
 - 1. Early Decision (Binding)
 - 2. Early Action (Not Binding)
 - 3. Restricted Early Action (Not binding, but restrictive)
 - 4. Priority (Not binding)
 - 5. Regular Decision (Not binding)

***You will need to know which type of deadline you prefer for each college when moving the college to the “Colleges I’m Applying to” list

- viii. More = Options to communicate with or learn more about the school
 - 1. Email the school
 - 2. Request information
 - 3. Connect – If you say “No” initially, you still have opportunities to connect later
 - 4. Scatter grams
 - 5. Visit Website
- ix. †College information is provided by the colleges themselves. Costs, dates, policies, and programs are subject to change, so please confirm important facts with college admission personnel.
- x. Buttons at top
 - 1. Update interest
 - 2. Move to Application List
 - 3. Remove from list

b. Moving college from “thinking about” to “applying to”

- i. Click on box in front of college name
- ii. Click “Move to Application List” button at the top of the list of colleges
- iii. For each college:
 - 1. Screen 1:
 - a. Which Application deadline you prefer? – It is important to be accurate if there are dates designated to the deadline type
 - b. How will you submit your application?
 - i. If there is a choice, you must choose “Via Common App” or “Direct to the Institution”
 - ii. It is important that you **do not leave** “I’m not sure yet” because there could be a delay in colleges receiving/processing your materials
 - c. I’ve already submitted my application
 - d. Add and Request Transcripts

2. Screen 2:
 - a. What Type of transcript are you requesting
 - b. **ONLY** click the box for Initial
 - i. You will request Midyear (if needed) and Final transcripts later
 - c. Ignore – Additional Materials
 - d. Click “Request and Finish”

- c. Click on “colleges I’m applying to”
 - i. If any of your colleges are Common Application schools:
 1. You MUST MATCH your Common Application account to your Naviance Account:
 - a. Create your Common App account
 - b. Complete Education: Current or Most Recent School
 - c. Add at least one school
 - d. Complete your FERPA Release Authorization
 - i. ******DO NOT REQUEST ANY SCHOOL-BASED** (teacher or counselor) recommenders in your Common App account****
 - e. In Naviance, on the “Colleges I’m applying to” page, match your Naviance Family Connection account to your Common App account
 - f. If you have further questions:
 - i. Utilize the CCC during your Study Hall period
 - ii. View the Common App Matching video that is on your Naviance Homepage at home
 - ii. All listed colleges:
 1. Type:
 - a. EA – Early Action (Not Binding)
 - b. ED – Early Decision (Binding)
 - c. PRI – Priority (Not Binding)
 - d. REA – Restrictive Early Action (Not binding, but restrictive)
 - e. RD – Regular Decision (Not Binding)
 2. Submission Type – If there is a choice
 - a. Only possible for Common App schools
 - b. Choice is given if there is another option
 - i. Common App
 - ii. Direct to the School

*****Again, you must choose one or there may be a delay in colleges receiving/processing your materials**

3. Transcripts can be requested from the “Colleges I’m Applying to” Page
 - a. If you did not request it when you moved the college over from the “Colleges I’m Thinking About” page
 - i. Go to links above list of colleges
 - ii. Click on “request transcripts”
 1. Current Applications – Schools you have already listed
 - b. Click on “Manage Transcripts” to:
 - i. Check the status of transcripts you have requested
 - ii. Request transcripts to be sent to colleges/universities
 - iii. Request transcripts for other reasons:
 1. Scholarships
 2. Athletics
 3. Other
4. Edit:
 - a. Application submitted
 - b. Applying via Common App
 - c. App Type
- d. Requesting a letter of Recommendation:
 - i. On “colleges” tab
 - ii. Under “Apply to Colleges” click on “letters of recommendation” then click on “Add Requests”
 1. Who would you like to write this recommendation?
 - a. Click on drop down menu
 - b. Select teacher
 2. Select which colleges this is for
 - a. Two choices:
 - i. Choose **specific** colleges from your *Colleges I’m Applying To* list:
 1. This may be a good choice if your colleges only allow one or two recommendations. You would then get to choose which recommendations went to these schools.
 - ii. All current and future colleges I add to my *Colleges I’m Applying To* list:
 1. Could be a problem if colleges restrict the amount of recommendations they allow.

- a. In that case, the recommenders who submit first will have their letters submitted first. This might be a problem if the recommendation you really wanted to go to the college was not accepted because other recommendations were submitted first.

- 3. You can write a brief note to your recommenders giving specifics about the recommendation or the school, etc.

Letters of recommendation

Add new request

Here you can ask a teacher to write you a letter of recommendation. If you don't have any colleges in your list yet, you may still make a request. 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 ▼

- 2. Select which colleges this request is for:*

- Choose **specific** colleges from your *Colleges I'm Applying To* list
- All current and future colleges I add to my *Colleges I'm Applying To* list

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

3000 characters remaining

* indicates a required field

- 4. You can see the status of your recommendations.

- iii. PLEASE **ASK** TEACHER IF HE/SHE WILL WRITE YOU A LETTER BEFORE ADDING THE TEACHER IN NAVIANCE

- iv. **PLEASE DO NOT CHOOSE** your counselor through Naviance as a recommender

- 1. When needed or requested, counselors complete a written evaluation, not a letter

2. Choosing counselors as recommenders may take a spot that you would rather a teacher had
3. **PLEASE EMAIL YOUR COUNSELOR** if you need a letter of recommendation from her

v. **YOU MUST COMPLETE** the Letter of Recommendation Resume/Survey

1. **These are used for letters of recommendation, written evaluations, and awards at the end of the year**
2. Most of you started this last year
3. “About me” tab in Naviance
 - a. Letter of Recommendation Resume/Survey link on the left
4. This is a fluid document, which means you can update it at any time.
5. Teachers and Counselors will be able to see your form in Naviance once you add them as recommenders

vi. PLEASE GIVE TEACHERS AND COUNSELORS **AT LEAST 2-3 WEEKS NOTICE** TO WRITE YOUR LETTER:

1. **TWO -THREE WEEKS AFTER:**

- a. You put the request into Naviance

AND

- b. Have your Letter of Recommendation Resume/Survey completed in Naviance

vii. IF YOU ADD ANOTHER SCHOOL and want letters for that school after you submitted your original recommender requests, be sure to:

1. Go back in and update your Letters of Recommendation requests
2. Notify your recommenders through email and/or in person

6. College Visits – Can only attend **3** per semester

a. Naviance Homepage

i. “What’s New”

1. Click on “Show More” to see all scheduled upcoming visits
2. To register:
 - a. Click on “More Info”
 - b. Then click on “Register” in the upper right corner

7. Scholarships:

a. College Tab

i. Scholarships and Money:

1. Scholarship List:
 - a. Offered only to Plainfield East students
 - b. Will be updated in November or December

2. National Scholarship Search:
 - a. You enter 3 small pages of criteria
 - b. You are given a list of scholarships that match the criteria

3. Scholarship Match:
 - a. Scholarships with requirements that may be a suitable match for you according to the information that has been entered about each scholarship

4. Scholarships I'm Applying To:
 - a. Any applications that you may have started for scholarships offered in Naviance

8. Senior Interviews:
 - a. Discussion of your postsecondary plans
 - b. Will begin by September 13
 - c. With your counselor
 - d. Will be scheduled by your counselor
 - e. You will receive a pass – It is important that you make it to this appointment

9. Post-Secondary Planning Guide:
 - a. It has been sent as a link and an attachment through Naviance
 - b. You can print it
 - c. Please read it, and discuss it with your parents
 - d. A copy will also be sent via email to your parents

10. Upcoming dates:
 - a. Sent in a Remind as they come up
 - b. A list of events was sent to your Naviance messages as well

APPLICATION OPTION TERMINOLOGY

Early Decision (ED) is binding. 'Binding' means that the applicant promises from the start that they will attend the school if their application is accepted. It is not an obligation to be taken lightly, since schools honor one another's binding decisions. If you renege on an early decision obligation to one school, it is unlikely that another competitive school will accept you. Students can seek release from an early decision obligation on the grounds of financial hardship, if the financial aid package they are offered is genuinely inadequate; however, the burden of proof in these cases is on the student. (An important drawback to early decision admissions is that they leave applicants with no leverage to negotiate a better financial aid package – the school knows you can't go anywhere else.)

Early decision applicants are expected to submit only one early decision application to one school. They can submit applications to other schools under normal application procedures, but agree that they will withdraw all those applications if they are accepted to the early decision school.

Early Action (EA) and Priority (PRI) are non-binding. These are admissions programs which do not ask applicants to commit to attending if they are accepted. They give students the benefits of early notification without the obligations of early decision. Even if accepted, students are free to apply to other schools and to compare financial aid offers.

***To qualify for many school scholarships, students need to apply to the college by the Early Action/Priority deadline.

Restrictive Early Action (REA) is a non-binding early application option for students who have completed a thorough college search and are confident a particular school is their first choice.

- Applicants agree not to apply to any other private college/university under an Early Action, Restrictive Early Action, Early Decision or Early Notification program.
- Applicants may apply to other colleges and universities under their Regular Decision option.

Exceptions

- The student may apply to any college/university with early deadlines for scholarships or special academic programs as long as the decision is non-binding.
- The student may apply to any *public* college/university with a non-binding early application option.
- The student may apply to any college/university with a non-binding rolling admission process.
- The student may apply to any foreign college/university on any application schedule.

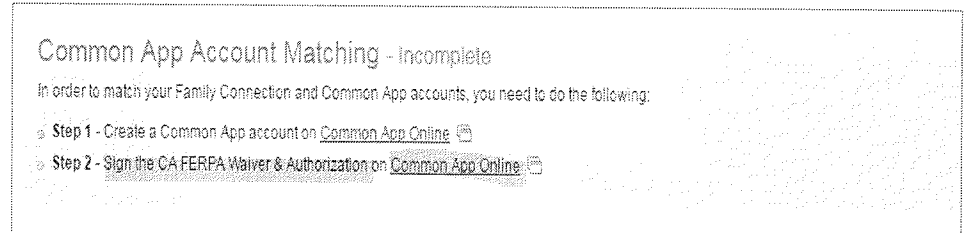
Regular Decision (RD) is a set deadline when all applications must be received.

Rolling Admissions (RA) is a non-binding application process. The College accepts students who meet the academic requirements on a first-come, first-served basis until it fills its freshman class. No strict application deadline is specified.

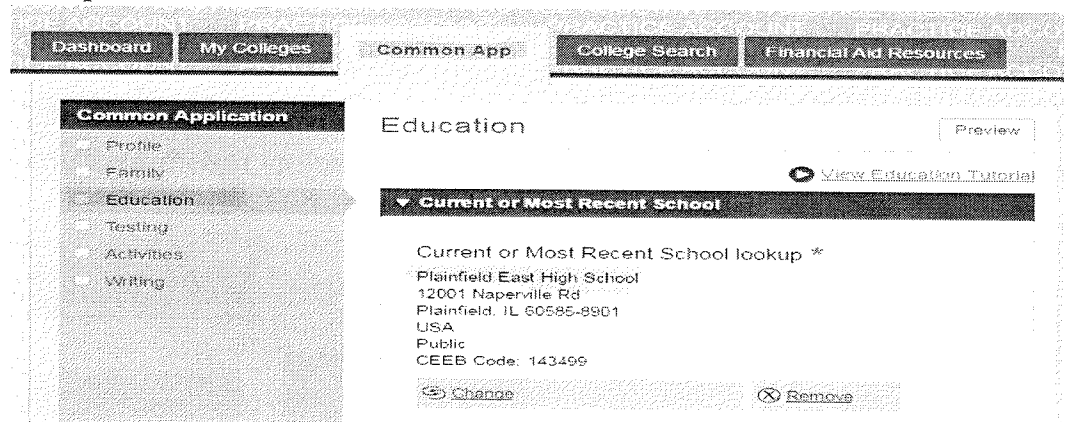
MATCHING YOUR COMMON APPLICATION IN NAVIANCE

1. You MUST MATCH your Common Application account to your Naviance Account:
 - i. Create your Common App account
 1. In Colleges I'm applying to, click on the Common App link in the blue box

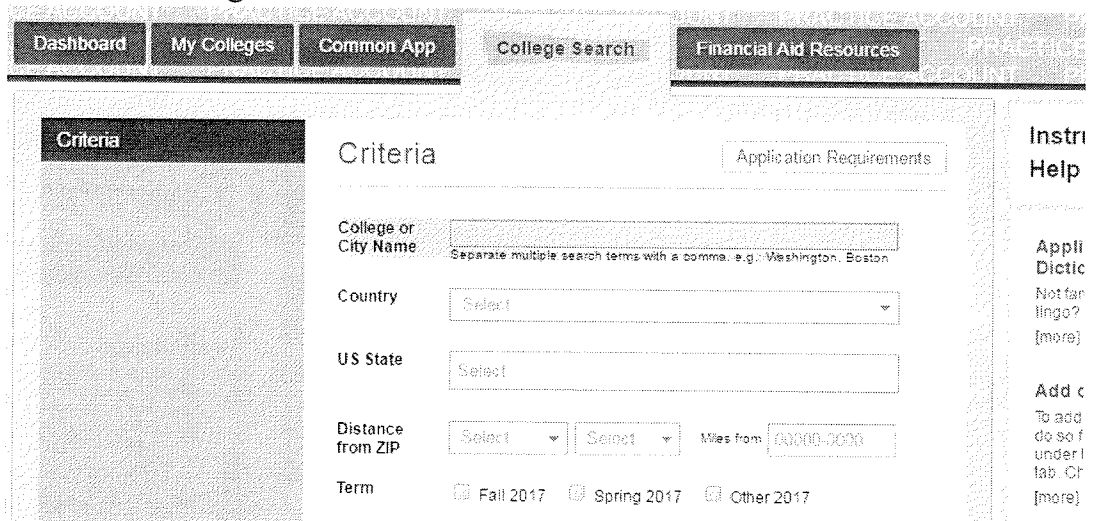
colleges I'm applying to



- ii. Complete Education: Current or Most Recent School



- iii. Click on College Search and add at least one school:



MATCHING YOUR COMMON APPLICATION IN NAVIANCE

- iv. Click on the “My Colleges” tab, then click on Recommenders and FERPA on the left:

Dashboard **My Colleges** **Common App** **College Search** **Financial Aid Resources**

Augustana College (Illinois)

Application
(0 of 3 Completed)

- Questions
- Recommenders and FERPA**
- Review and Submit - Common App

Contact Info

Phone: (800) 798-6100
Fax: 309-734-6797
Email: admissions@augustana.edu
[View College Website](#)

659 36th St
Rock Island, IL 61201
USA

Application Deadlines

Fall 2017	Winter 2017
First Year Early Decision - 11/01/2016	First Year Regular Decision - 11/01/2016

- v. Complete your FERPA Release Authorization:

1. ******DO NOT REQUEST ANY SCHOOL-BASED** (teacher or counselor) recommenders in your Common App account***

Dashboard **My Colleges** **Common App** **College Search** **Financial Aid Resources**

Augustana College (Illinois)

Application
(0 of 3 Completed)

- Questions
- Recommenders and FERPA**
- Review and Submit - Common App

DePaul University +

Northwestern University +

University of Chicago +

University of Illinois at Chicago +

For All Colleges

*** FERPA Release Authorization**
You must complete the release authorization process, which will allow transcripts and recommendations to be submitted on your behalf through Naviance eDocs.

[Release Authorization](#)

~~**Invite Recommenders**
Recommenders are people who can submit forms and information to colleges on your behalf. Check out our [tips about recommenders](#).~~

~~[Invite and Manage Recommenders](#)~~

Recommenders for Augustana College (Illinois)

Note: All dates are Eastern Time

*** Counselor**
Your school is using Naviance eDocs for transcripts, school reports, and teacher recommendations. Please contact your counselor directly and they will provide instructions specific to your school regarding these documents. If your counselor wishes to submit forms via mail, you can download printable forms that can be completed on paper and mailed to each institution to which you apply.

MATCHING YOUR COMMON APPLCATION IN NAVIANCE

- vi. In Naviance, on the “Colleges I’m applying to” page, match your Naviance Family Connection account to your Common App account

1. Enter your Common App email address

colleges I'm applying to

Common App Account Matching - Incomplete

In order to match your Family Connection and Common App accounts, you need to do the following:

- Step 1 - Create a Common App account on [Common App Online](#)
- Step 2 - Sign the CA FERPA Waiver & Authorization on [Common App Online](#)

Common App Email Address:	Date of Birth:
<input type="text" value="Email used for Common App account"/>	<input type="text" value="06/15/2000"/>
<input type="button" value="Match"/>	

Once you match accounts, your FERPA status can no longer be changed and you cannot unmatch your account.

Tips to successfully match accounts:

- Make sure you use the **email address** that you chose for your Common App account.
- Make sure the **last name** on your Family Connection 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.

[Not Needed](#) ▼

