Seniors: In a Tizzy from Technology?

Steps:

1. Log-in to Naviance

Username: Student email

Password: password need to create a password.

1. For College information

Click on the COLLEGES tab

* *Totally lost on where to apply?*

Click on “College Match” tool and search by the filters

* *Have some colleges in mind, but not sure yet?*

Click on “Colleges I’m Thinking About” and add colleges that you’re **considering**, but still need to visit and/or explore the website

\*\*\*When you make a decision on these colleges, check the college and either click “Move to Application List” or “Delete”

*What type of application are you going to fill out?*

* Early Decision = If I get in, I am going no matter what
* Early Action = This school is one of my first choices, I want to show them that they are a priority and have them review my application before the regular deadline
* Regular Decision – I will be prepared to submit my application by the regular deadline BUT DON”T WAIT TILL LAST MINUTE!!!!!
* *Already sure of where you’re applying?*

Click on “Colleges I’m Applying To” and add colleges you’re **sure** you want to apply to

*In the submissions column, you will find a symbol that tells you what kind of application the school takes.*

* Stamp = Mailed application
* Computer = Online application
* Computer with a red “CA” inside = Common App School

*You will also find your deadlines here.*

1. Teacher Recommendations can be requested through Naviance under “Letters of Recommendation.” Choose your counselor and two teachers that would be willing to write you a **good** letter of recommendation. Write a formal request in the text box and an email notification will be immediately be sent to your recommenders.
2. Also remember to pick up a “Letter of Recommendation Request Form” from the guidance office and fill out at least 3 questions to supplement what your recommenders already know about you. Make copies and return to your recommenders. Write your first deadline (if known) at the top of the page.
3. Click on “Scholarship List” and explore the scholar dollars that are here. They are updated about once a month. Also check out the “Scholarship Match.”
4. Create a Common App Account at www.commonapp.org

\*\*\*Only completely necessary IF any of your colleges accept Common App exclusively.

1. Fill out as much information as possible. This will take time! Every time you complete a section and move on to the next one, Common App will save it for you. Remember that anything with a red asterisk (\*) is **mandatory** information. When a green check mark is next to each section, you have completed it.

\*\*\*If you get through a whole section and there is no green check mark, go back to make sure you filled everything with a red asterisk (\*) in.

1. Common Questions in the ”Education” tab.

* School

Counselor’s Title: School Counselor

Counselor’s Email:

rboyd@gpsd.us

jdockins@gpsd.us

[mragozzino@gpsd.us](mailto:mragozzino@gpsd.us)

Counselor’s Phone: 1-856-652-2700

* Grades

Class rank reporting: Exact

Quintile rank:

*Look at the bottom of your transcript.*

* If you are #1-30 in your class… Top 20%
* If you are #31-60 in your class… Top 40%
* If you are #61-90 in your class… Top 60%
* If you are #91-120 in your class… Top 80%
* If you are #121-150 in your class… Top 100%

Rank weighting: Weighted

Graduating class size: 146

Cumulative GPA: *Look at the bottom of your transcript.*

GPA Scale: 100

GPA Weighting: Weighted

* Current Year Courses
* *Here, fill out all of your courses for your whole senior year. Put the course title and if is AP or Honors, select the bubble. If it is a regular class, no bubble needs to be filled in.*
* *Most courses are 5 credits. Physical Education/Health can be counted together as one 5 credit course.*
* *Select whether the course is a first or second semester course, or a full year if applicable.*
* Honors
* *Fill in honors such as Honor Roll, Principal’s List, Perfect Attendance or National Honors Society.*
* *Honors like Honor Roll, Principal’s List, and Perfect Attendance are recognized school wide. NHS is a national recognition.*
* Tests Taken

*For the international applicants question, most of you will select No*

* SAT Tests

*If you have taken the SATs, log into CollegeBoard and record your scores and the date they were taken. If you are taking them again, also report the date. PLEASE MAKE SURE THAT WHEN YOU TAKE SATS YOU HAVE THE SCORES SENT DIRECTLY TO YOUR COLLEGES!*

1. In Common App, there is also a tab called “My Colleges.” Search for and add your Common App Colleges.

* Choose any one of the colleges and click on “Assign Recommenders.” The FERPA Agreement is available at the top of the page. Discuss with your family if you would like to sign this. This agreement waives your rights to access the information (transcript and letters of recommendation) the high school is submitting to colleges.
* It is **recommended** because it ensures colleges that the high school is sending information that is candid and truthful. Keep in mind that we let you see this information upon request anyway.

1. When you have **completed the education section** of your Common App (a green check mark is next to it) and you have **signed the FERPA agreement**, you can go back to Naviance and **match your accounts** to merge all the information.

***Enter your email address in the “Colleges I’m Applying To”*** ***tab and you’re matched up! Come down to Guidance and we can submit the application.***