Naviance 101- Seniors

Naviance Student Account

Logging in: Log in to your student portal. Once in the portal, search for Naviance.
- Click on the Naviance tile and should be taken directly to the site.
- Email Camille Nix at camille.nix@austinisd.org, if you have trouble logging in.

Updating Student email and locate Class Rank and GPA:
- Choose About me> my account, edit to update the student email to a personal one!! Be sure this is NOT your AISD email address.

Updating Parent email:
- To verify parent emails: About me> my account> select Parents/Guardians tab.
- If your parents are not receiving information via Naviance, have them update their email on AISD account.
- If your parent/guardian does not have access to Naviance, have them send an email to Mrs. Nix to check the permissions on your specific account.

College Search and Using Naviance:

Research and Visit Colleges:

- Visit colleges when you can, check out their Virtual Tours, attend on-campus visits at McCallum, make contact with the admission reps; they want to admit students who are interested in attending their college.
- Meet college admissions reps during college site visits offered at McCallum, check upcoming sessions under **"What's New"** on the homepage. You will register there. The admissions reps who come here are often the ones who evaluate your college application. You can also sign up by going to the Colleges tab at the top of the home page within Naviance. Click on the Colleges tab and then choose College Visits. From there, you choose the school and click register.

Add colleges to Naviance:
- Add **ALL** of your colleges to **"Colleges I'm Applying to"** when you are ready to apply to colleges. Click on the "+" sign to add a college and type college name.
- Choose application type – Early Decision (ED), Early Action (EA), or Regular. *If you are considering Early Decision (ED); it is BINDING, please see your counselor to weigh all of your options when making this choice.* Early Action is the non-binding choice.
- Choose the type of application you're using to apply to the college. **This step is important**, so pay close attention.
  - "Direct to Institution" would be Apply Texas or an institution's application.
  - "Common App" is a specific type of application. It includes both Common App and the Coalition App. Common and Coalition apps require **EVERYTHING** (transcripts, rec letters and school profile) to go through Naviance.
- Request transcript and click on "Initial." Transcripts are sent the following school day. *If applying via Common App. or Coalition, the transcript is in Naviance waiting for Secondary School Report, which is your Counselor rec letter. Transcript, School Report and Counselor Evaluation are sent by the counselor all at the same time.* Be sure you request the counselor recommendation letter!
- Requesting additional transcript for scholarships, NCAA or NAIA, yourself or anyone else, click on "Manage Transcripts" and "+" to request, have address available to enter on Naviance.

Apply Texas

- ALL Texas colleges and universities, including 2-year schools, are on Apply Texas.
- Proofread application/resume/essays

- Complete the resume on the application. Note: do not choose the "send a resume" box, unless you have a very extensive resume. If you do choose it, be sure to send it, the college is waiting for it and will not read your application without it!
- Include the "optional" essay, your whole application is passed on to the department you plan to major and to the scholarship committee.
- Send ACT and SAT scores, if required, otherwise decide whether your scores are a good representation of your academic ability. Colleges will pick the score that best represents you. Send ACT scores from act.org and SAT from collegeboard.org. Remember that you can also choose to opt out for many schools.
- Pay application fee **NOW**. You are not an official application until they receive your $$ or fee waiver.

  - If you used an SAT/ACT fee waiver, you qualify for college application fee waivers. SAT college application fee waivers will be accessible through your College Board account. For ACT college application fee waivers, see Camille Nix in Room 130 or email her at camille.nix@austinisd.org.

  - You can also complete a NACAC fee waiver and have Mrs. Nix sign and submit for you.

- Recommendation letters are not required for public universities; they **ARE** for private schools. If you do not have assured admission to a college, ask a teacher or counselor for a rec letter. You will need to let the admission rep know you're sending it when it is not required.
- Your application will **NOT** be read until all **required** parts are received. Check your college account, my status page, for missing parts. **KEEP TRACK OF ALL YOUR USERNAMES AND PASSWORDS!**
- **IMPORTANT**, if there is a separate scholarship application, complete it and submit it, it is the only way to be offered institutional financial aid.

Common App and the Coalition Application (review information above and see below)

- Proofread applications/resume/essays/supplemental docs.
- When filling in the Common App, complete the Education section and then make sure you sign the FERPA Release Authorization in your Common App. You will need to have at least one college listed.
- Once the Common App FERPA release is complete, "Match Your Account" in Naviance : Colleges I'm applying to, Match Account (highlighted red), enter email you're using on Common App.
- Remember, the one essay you submit goes to **ALL** the colleges you apply to using Common App.
- Check for supplemental, some schools may require a supplemental essay.

Recommendation Letters

- **Ask your teacher(s) and counselor (if apply with Common App and need a Secondary School Report) at least 2 weeks prior to your deadline, 3-weeks is even better.**
  - **NO REC LETTERS ARE WRITTEN DURING HOLIDAYS**
  - You **MUST** schedule interview with your counselor.
  - For a counselor recommendation, complete the google doc Student Brag sheet found on the maccounselors.com site and have parent complete their portion prior to interview; both can be found on maccounselors.com under the "College" tab, "Applying to College" and "Letters of Recommendation"
- **AFTER asking your recommender**, add the person to Naviance at the bottom of your "Colleges I'm Applying to" page and "Letter of recommendation Request." Be sure to list ALL the colleges you are applying to and check to be sure the "Submission Type" has a CA under it for any Common App or Coalition apps you're submitting. If you have a person outside of McCallum writing the rec letter, see Camille Nix for assistance.

General Tips for College Applications

- Make an email account for your college process, easier to keep up with all the messages from colleges.
- Keep track of all the usernames and passwords you're sent or you set up.

- When possible, submit applications by Oct 1, Nov 1 at the latest. It is to your advantage to apply now rather than later. Please do NOT wait for the deadline date.
- Complete the resume section on the application, even when you plan to send a hardcopy.
- Send the optional essay, even when you have assured admission; usually, everything you submit is passed on to the department of your major and to the scholarship committee. Be sure to have your essay(s) proofread.
- Take the ACT or SAT tests, whichever you performed better on, a 2nd time, as 70% of students do better the 2nd time. **Merit aid is closely connected to test scores; higher score is chance for more merit aid. ** NOTE: with so many colleges going "test optional" this year, merit aid will be awarded differently, ask colleges about it.**