



Naviance / Family Connection

Welcome to Naviance/Family Connection, the program Lake Central utilizes for students applying to college.

- This guide will teach you how to use Naviance as a tool in the college application process.
- We will also review the general college application process and the role of Naviance in this process.
- This guide is organized into individual steps. There are 7 steps in total. You can skip around, or you can follow the step-by-step format for an entire overview of how to use Naviance.

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STEP 1

DECIDE WHAT SCHOOL YOU ARE APPLYING TO

- * There is no rule that dictates the exact number of schools that you should apply to, but in general, it is recommended that you should apply to 4 to 5 different colleges or universities.
- * Begin with 10-12 or so possible choices and narrow down your list after carefully researching schools, visiting their campuses and talking with students. Apply to those

schools that are a good match for your personality, interests, and career goals.

* As a general rule of thumb, make sure your final college list consists of approximately: 1 reach school, 2 match schools, and 2 safety schools.

* You can use the SuperMatch College Search in Naviance to help create your list! Find this tool under the Colleges tab.

Diversify Your College Options!

Match/Target Schools

A match school is a college that you are pretty likely to get into because your test scores, class rank and / or high school grades fall right into the middle range when you look at the school's profile. Note that even stellar students should consider the top U.S. colleges and top universities to be **reach** schools not **match** schools. The admissions standards for these schools are so high that nearly perfect SAT scores and a straight 'A' transcript are no guarantee of acceptance.

Reach Schools

A reach school is a college that you have a chance of getting into, but your test scores, class rank and / or high school grades are a bit on the low side when you look at the school's profile.

The top U.S. colleges and top universities should always be considered reach schools, for the admissions standards are so high that not even perfect SAT scores guarantee acceptance.

Likely Schools

A likely school is a college that you will almost certainly get into because your test scores, class rank and / or high school grades are well above average when you look at the school's profile.

Even if you're a valedictorian with perfect SAT scores, you should never consider the top U.S. colleges and top universities to be safety schools. The admissions standards at these schools are so high that no one is guaranteed acceptance.

How Do I Know What is a Reach, Target, or Likely School for me?

- * Take a look at the Scattergrams on Naviance!

Scattergrams allow you to see where you fall with regard to likelihood of admission based on your GPA and SAT score in comparison to LC applicants in years past.

- * You will find the link for Scattergrams in Family Connections under the "Colleges" tab.

Step 2

Determining what Application to Use

*There are two kinds of applications accepted by U.S. colleges:

1. The Common Application
2. Non-Common App schools

The Common Application

* The Common App is a free undergraduate college application that applicants may use to apply to any of the 500+ member colleges and universities in 47 states and the District of Columbia.

* In Naviance, a Common App school is designated by the symbol.

*For a list of the 500+ member colleges, click on the following link:

<https://www.commonapp.org/Login#!PublicPages/AllMembers>

* To access the Common App website, click on the following link:

<https://www.commonapp.org>

Quick Note about Common App

Some schools are Common App exclusive, which means they do not accept any application other than the Common App. Some schools accept both the Common App and their own individualized, web-based application.

We **STRONGLY** encourage you to apply via the Common App even if the college or university offers an alternate application for admission.

Of course, this does not pertain to schools who do not accept the Common App. To view the 500 schools that accept the Common App, check out the member's page of the Common App website.

Non-Common App schools

- * Some colleges and universities have opted not to accept the Common Application.
- * Instead, they have created their own individual applications that, in most cases, are web-based and can be found via the school's undergraduate admissions website.
- * Just because a school does not accept the Common App does not mean that they do not accept the transmission of

important documents like letters of recommendation and academic transcripts through Naviance.

* When a non-Common App school allows us to submit documents through Naviance, it is designated by the symbol.

Step 3

Completing and Submitting your College

Applications

* Complete your applications via the Common App or whatever application your school requires.

* Take your time completing your application and essays – this is a very important step!

*Below is a general list of FAQs to help you complete your applications:

- We use a 4.0 scale.
- We do not report class rank. You can list “n/a” or “none” on applications that ask for class rank.

- The graduating class of 2015 is made up of 793 students.

* You can find all the counselors information contact information (email addresses, phone numbers, fax numbers, etc.) on the LCSC website Guidance Department page.

* We ask that you please submit your applications to your prospective colleges prior to requesting letters of recommendation and requesting transcripts.

- We make this recommendation so that colleges do not begin to receive multiple documents on your behalf without having an application to attach.

Please keep in mind that once documents are received by a college or university, it can take 6 to 8 weeks for them to process the paperwork.

Step 4

Adding your Schools to Naviance

* Remember, Naviance is not a college application. It is a delivery system that allows your high school to send important documents to hundreds of colleges and universities across the country.

*These documents include: your academic transcript, letters of recommendation, our school profile, etc.

* You can track the submission of these documents via your Naviance account.

We hope that you have been using the Naviance system to explore college options and have added some of your “favorites” to the “Colleges I’m Thinking About” list.....but if you haven’t gotten around to using Naviance much, you absolutely must complete the following steps as part of the college application process!!!

Log into Naviance

Click on Colleges tab

Click on Colleges I’m Applying To

Add Your Prospective Schools

Click add to this list

If you’ve already added schools to the **Colleges I’m Thinking About** tool, you can easily move them over to the **Colleges I’m Applying To** list!

*Click Lookup look-up to find prospective schools and search for college by Name or State

*Click on the correct College/University

*Select which application type you will submit; check the college's website for application types and deadlines.

* If you later decide that you are not applying to a particular school, please remove it from your list before anything is submitted.

What do Early Decision, Early Action, Regular Decision and Rolling Admissions mean?

* **Early Decision (ED)**: is an accelerated college application process in which students typically must complete their applications in November. In most cases, students will then receive a decision from the college before the new year. Early decision is binding. If admitted, a student must attend the school or else lose a sizable enrollment deposit. A student may apply to only one college early. If accepted, a student must withdraw all other college applications.

* **Early Action (EA)**: Early action, like early decision, is an accelerated college application process in which students typically must complete their applications in November. In most cases, students will then receive a decision from the college before the new year. Early action is not binding -- students are free to apply to other colleges. Although

students receive early notification of an acceptance, they do not need to make a decision until the usual May 1 deadline. This allows time to figure out financial aid.

* **Regular Decision:** This is the most common admission program. Applications for admission are due sometime between January 1 and January 15 at most selective colleges; applicants are notified of their admission status between April 1st and April 15th.

* **Rolling Admission:** While many colleges and universities in the United States employ a rolling admission policy, very few of the most selective colleges use it. With rolling admission, students have a large window of time during which they can apply to a college or university. The application process typically opens up in the fall, and it may continue right through the summer. Unlike a regular admission process with a firm application deadline, rolling admission applicants are often notified of their acceptance or rejection within a few weeks of applying. A college with rolling admission typically accepts applications for as long as spaces are available.

Make sure you indicate that you have applied to the schools you are adding. Lookup and add all colleges, then click the Add Colleges button. Before you can begin

requesting transcripts and letters of recommendation you must set up your Common Application account. Please note that you cannot create a Common App account for the 2014-2015 application year until August 1st. All applications created prior to Aug 1st may be deleted and you will need to create a new account.

Match your Common App account to your Naviance account

* In order to match the accounts, you'll need to have completed the following steps on your Common Application:

- 1. Complete the Education section of your Common Application**
- 2. Add at least one college to My Colleges tab**
- 3. Sign the FERPA Release Authorization**

Common App Matching

Use your Common App email to match your Common App & Naviance accounts.

You will find this screen under the Colleges tab. Sign the FERPA waiver and authorization via your Common App account.

Complete steps 1 and 2 before attempting to match your accounts.

Why do we match your Common App to your Naviance account?

- You may be wondering why we need to sync up your Common App account to your Naviance account...this is a great question! Syncing these two accounts allows your counselors and teachers to send documents to your prospective schools that use the Common Application via Naviance. In other words, it eliminates us having to use multiple websites to submit documents – now we can just use Naviance as our main delivery system for most colleges and universities!

Step 5

Requesting Letters of Recommendation

This section will go over the step-by-step process of requesting a letter of recommendation.

* Colleges can ask for up to three recommendation letters from people who know you well.

- * These letters should be written by someone who can describe your skills, accomplishments and personality.
- * Colleges value recommendations because they:
 - * Reveal things about you that grades and test scores can't
 - * Provide personal opinions of your character
 - * Show who is willing to speak on your behalf
 - * Letters of recommendation work for you when they present you in the best possible light, showcasing your skills and abilities.
- * Pay attention to what schools ask for letters of recommendation – not all need or want them.
- * Pay attention to how many letters school requests – often they will not look at letters that exceed the minimum.
- * Many public universities do not require letters (ie: Purdue, Indiana)
- * If you would like your counselor to write a letter on your behalf, you must ask them.
- * The counselor letter will not take the place of a teacher letter.

* We require that you personally ask for a letter of recommendation as a first step. Then go into your **Family Connections Account** in Naviance, click on **Colleges I'm Applying To**, and scroll to the bottom of the page. Go to Teacher recommendations (add/cancel requests) and add the teacher to the request list from the dropdown menu.

*In the personal comments area, you can indicate what schools you are requesting recommendations for as well as any personal comments to the teacher.

* The teacher will now receive an email notification.

*Remember, you must pay attention to how many letters your school requires and where you have asked your writers to send their letters.

* If you ask multiple teachers to submit a letters and a school only requires one letter, the first one to upload and submit their letter in Naviance will be the one school receives.

Make sure your schools are on your Colleges I'm Applying to List!!!!!!

Submission Types

*The vast majority of schools will accept Naviance submissions, regardless of what application they use.

* **If a school is mail only**, we will be mailing all information (school profile, transcript, ect) together. Letters of Recommendation are your responsibility. You must provide the teacher an addressed stamped envelope to mail.

Creating a Resume

* It is important to give your recommenders a list of your extracurricular activities, honors, and/or accomplishments for reference.

* You can easily create a resume in your Naviance account under the About Me tab. Scroll down toward the bottom of the page and click the resume link.

Letters from Non-Lake Central Recommenders

*We understand that you may be interested in asking someone for a letter who does not work for the Lake Central School Corporation. This may include coaches, church leaders, community members, and/or employers.

* Unfortunately, these people cannot use Naviance to send their letters.

*You will need to provide these recommenders with a stamped and addressed envelope so they can mail the letter directly to your prospective school(s).

REQUESTING TRANSCRIPTS

This section will go over the step-by-step process of requesting your academic transcript from the Counseling Department.

Academic Transcripts include each course you took in high school along with your final grades, credit value of each course, cumulative GPA and standardized test scores.

Most colleges require that your high school submits your transcript for review.

Step 6

Requesting Transcripts

- * To request a transcript, you will need to first add your colleges to the **Colleges I'm Applying to** list
- *You should indicate that you have applied to the school on the **Colleges I'm Applying to** list as well!
- *Test scores are automatically included on your transcripts unless you request otherwise. It is ALL or NOTHING...if we include one score...all will be on the transcript. Some schools (ie: Purdue and IU) require SAT/ACT scores to be

sent directly from College Board. It is your responsibility to know what your prospective school's policy is College Board scores.

*We ask that you give us 10 school days to process your request. **PLEASE BE AWARE OF THIS PROCESSING TIME SO YOU DO NOT MISS A DEADLINE!** There may be specific deadlines for Early Decision and Early Action Applicants and our offices are closed for Fall Break, Thanksgiving Break and Holiday Break!

I GOT INTO COLLEGE!.....NOW WHAT????

Step 7

Update the Admissions Decision

* We ask that you report admissions decisions on Naviance so that we have correct data to help future LC students and their prospective college choices.

*For example, this data helps build Scattergrams, which allow students to determine their likelihood of admission based on their GPA and SAT scores in comparison to applicants from years past.

*Your results remain anonymous – your name does not appear on Scattergrams.

* The only people who can view your results are you, your parents, and your guidance counselor.

IMPORTANT THINGS TO REMEMBER!!

* Remember to ask for a recommendation in person before submitting a request through Naviance.

*Be sure to thank the teachers who write your recommendations.

* Any additional letters (coaches, research advisors, employers) must be mailed by the recommender independently and not through Naviance or the Counseling Department

*Send all SAT/ACT scores directly from College Board or ACT.

* Please see your Mrs. Bereda in T105 if you have any Naviance/Family Connection questions!



