

What you need to do on Naviance for Common Apps



All Students: Log in to your Naviance account, click on **Colleges** tab, then **“Colleges I’m Applying to”** Click on **“+add to this list”** to begin your college list!

Sample College List

<input type="checkbox"/>	UC Santa Barbara	RD	-	
<input type="checkbox"/>	George Wash Univ	RD	Yes (Common App Only)	

If all of your colleges have or icon, you do **not** need to use the Common App. Click **“NOT NEEDED”** in the lower right corner of screen (don’t worry you can change your mind later.)

If your College does NOT REQUIRE Letter of Rec (all CSUs and UCs) you only need to:

- List all your colleges on Naviance

This symbol indicates the **Common Application is used**, and you will need to request Letters of Recommendation and create a Common App Account! Follow these steps:

<p>1. Syncing Naviance & Common App</p>	<p>Enter your Common App email if you’ve already created your Common App account, or Create your Common App Account now by following the prompts in the big blue box NOTE: Be certain your email, name and birth date in the Common App are EXACTLY the same as in Naviance or the accounts won’t sync. Once you have created a Common App Account, the next time you return to Naviance you will be prompted to: Enter your Common App email (which is the same as your Naviance email).</p>
<p>2. Letter of Rec. (LOR) Student Profile</p>	<p>In Naviance, click on the “About Me” tab, and locate “Surveys to Take” on left side of screen. Click on “Brag Packet for Counselor LOR” and “Brag Packet for Teacher LOR” to complete the required information for both. These will only be viewed by your counselor and teachers. If you have a resume and would like to submit that in place of answering some of the questions about activities/extracurriculars, you are welcome to do so. This should be completed <u>before</u> you ask a counselor or teacher for their recommendation. Parents are asked to fill out question #33 in the “Brag Packet for Counselor LOR.”</p>
<p>3. FERPA Waiver & College App List for Counselor</p>	<p>The (FERPA Waiver) <u>Permission to Release School Record Information</u> is a legal document that allows LCCHS to share information with colleges. If you check the box to waive your rights, counselors and teachers are able to share information and write letters of rec. If you check the box NOT waiving your rights, a grade report and transcripts can be shared with a general letter of rec. The FERPA Waiver is available on the LCC Counseling webpage under “Forms.” If you use the Common App you will sign an electronic FERPA Waiver in addition to the paper one you submit to your counselor.</p>
<p>4. How to Request Letters of Rec. from your Teachers</p>	<ul style="list-style-type: none"> Be sure your “Brag packet” is complete! Personally ask the teacher/Counselor (at least three weeks in advance) if they will write a letter for you. In your Naviance Account under Colleges tab, click on “Colleges I’m Applying to” Scroll down to “Teacher Recommendations”. Click “Add/Cancel Requests” Use the dropdown menu to select your teacher/s. Add any notes to the teachers in the box (i.e. Please mention my passion for Biology and my interest in Medicine.) Click “Update Requests” – this will send an email to the teachers stating your request. When the teacher has completed the recommendation, they will mark it as Completed and it will show in your Naviance account so you can keep track of your application materials.

Completed items 1-4 above and the Counselor FERPA Waiver due **no later than three weeks prior to Winter Break!!!** Be mindful of due dates as out of state (private and public schools) may differ than UC/CSU’s.

Transcripts are **not** required for UC and CSU applications. All schools using the Common App will receive transcripts automatically as part of the **“Secondary School Report”** and Letter of Recommendation process. If you need transcripts for other schools not using the Common App, some may accept them electronically:

- List them in your Naviance **“Colleges I’m Applying to”** list.
- Provide your FERPA to your counselor and ask her to transmit your transcript electronically through Naviance.

Some colleges/universities may request transcripts to be mailed. If so, you would need to request them through the LCC Registrar.