

# Naviance 101- Seniors

## Naviance Student Account

Logging in: <https://student.naviance.com/mccallumhs>

- Click on “CONTINUE WITH CLEVER”, this should log you into your Naviance account.
- Email Coach Nitardy at [nancy.nitardy@austinisd.org](mailto:nancy.nitardy@austinisd.org), if you have trouble logging in.

### Updating Student email:

- Choose About me> my account, edit to update the student email, if not correct.

### 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.

## College Search and Using Naviance:

### Research and Visit Colleges:

- Visit college websites and check out their Virtual Tours, make contact with the admission reps; they want to admit students who are interested in attending their college.
- Meet college admissions reps during college zoom sessions offered by McCallum, check upcoming sessions under “What’s New” on the homepage.

### Add colleges to Naviance:

- Add **ALL** your colleges by clicking on “**Colleges I’m Applying to**” on the homepage. Click on the “+” sign and type college name.
- Choose application type from “Early Decision (ED)”, “Early Action (EA)”, “Regular” or “Other”. If you are considering Early Decision (ED); it is BINDING, please see your counselor to weigh all your options when making this 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 app.
  - “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. Attend a “Common App” info session during FIT for more info.
- 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.
- 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.
- Complete one app all the way to page 8 and THEN, under Account Dashboard at top of screen, click on a “copy” to send to another college.
- 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.
- 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 Coach Nitardy, nancy.nitardy@austinisd.org.
- 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 USERNAME 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 counselor recommendation, complete Student Brag sheet and have parent complete Parent Brag sheet 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 Coach Nitardy 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 our 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, which ever you performed better on, a 2<sup>nd</sup> time, as 70% of students do better the 2<sup>nd</sup> 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.**
- SAT & ACT – colleges do not typically use the "Writing" section score, but some may still require the writing portion. Check with your university!