



Frequently Asked Questions

- Q. ***Do I have to use Naviance when I apply to colleges?***
A. YES. While students do not have to use the various career and college search tools in Naviance, all students must request transcripts and letters of recommendations through Naviance Family Connection.
- Q. ***Do I have to use the Common Application?***
A. Not unless it is required by a certain college/university. If there is an option, students can choose to use the Common Application or not. Simply indicate this in Naviance.
- Q. ***Do I complete and submit my actual college applications through Naviance?***
A. NO. Students complete and submit their applications according to each college/university's procedures. Many will allow electronic submission of the application.
- Q. ***I can't remember how to access my Naviance Family Connection account. Who can help me?***
A. Most students used their own email address as their login. If so, they can click "forgot password" to retrieve their password information. If students still can't get in, they should contact their guidance counselor or one of the secretaries in the guidance office for assistance.
- Q. ***I asked a teacher to write a recommendation this summer. Do I still need to make the request through Naviance?***
A. YES. Teachers will upload the completed recommendation once the request appears in Naviance.
- Q. ***Now that we request transcripts and recommendation letters through Naviance, do I still need to submit a piece of paper to the Guidance Office?***
A. YES. As the final step of the process, students must submit a *CV College Application Checklist* indicating the schools to which the student has applied, and other pertinent information include which schools should receive which letters of recommendation. This form must be signed and dated by the student.
- Q. ***Can I request transcripts and letters of recommendation for some schools now, and go back later to apply to additional colleges?***
A. YES. You can apply to some schools now, and continue to apply throughout the year, adhering to deadlines. Simply add the colleges to Naviance and submit to Guidance a *CV College Application Checklist* with the name(s) of the colleges.



Q. ***How much time do I need to allow for requests?***

A. Students should allow a minimum of 10 school days for teachers to write a recommendation, and for the office to process the transcript requests.

Q. ***How do I request transcripts and recommendation letters if I'm applying for a SCHOLARSHIP?***

A. Documents needed for scholarships should be requested in person, through the Scholarship Checklist available in the Guidance Office. Do not request transcripts and letters of recommendation through Naviance for scholarships – only for colleges.

Q. ***This process seems very complicated. Will this take a long time?***

A. Students can complete their Naviance steps in less than 10 minutes. The most time consuming aspect of the process is deciding on which colleges to apply to, and the completion of the actual application(s). In Naviance, students will simply list the colleges and request the transcripts and recommendation letters.

Q. ***What is the quickest explanation of this entire process?***

A. Apply to the college using the college/university's website. Submit your ACT or SAT scores directly to the college from www.collegeboard.com or ACT www.actstudent.org

Put this information into Naviance

Submit a CV College Application Checklist to Guidance