



2013-2014 COLLEGE APPLICATION PROCEDURES

Naviance Family Connection: Step by Step – Student

****Note: You must submit a Senior Transcript Release Form before any transcripts can be forwarded to colleges or universities. You must allow 10 school days for your documents to be sent to colleges.****

1. Login to your Naviance Family Connection account <http://connection.naviance.com/clearviewreg> or through the Clearview Guidance website.
2. Click on “COLLEGES”
3. Click on “COLLEGES I’M APPLYING TO”
4. ***If you are applying via the Common Application***, enter your Common App email address to sync your Common App and Naviance account. (You are encouraged to apply via the Common App if your school is a member.)
5. Click “**ADD COLLEGES TO THIS LIST.**”
 - i. Select the type of application (**early decision, regular decision, rolling, early action, etc.**)
 - ii. Check the box for “**request transcripts,**” if you are ready to do so (1-2 weeks before you are ready to submit your applications.
 - iii. Click “**lookup**” to find the college or university
 - iv. Check the box for “**I have submitted my application,**” if appropriate
 - v. Click “**ADD COLLEGES**” at the bottom to submit
 - vi. If you are not requesting your transcripts at this time, be sure to come back when you are ready to do so
6. Under “**TEACHER RECOMMENDATIONS,**” select the teachers from whom you have already requested a letter of recommendation in person. Be sure to write a brief note reminding them that they have agreed to write your letter of recommendation. An automated email will be sent to them as a reminder to complete and upload your letter of recommendation.
7. **You must release your official SAT scores to each school through www.collegeboard.com or your official ACT scores to each school through www.actstudent.org.**

*****Your counselor is here to help you through this entire process and may be contacted at any time with questions and concerns*****

Tracking the submission of documents by your counselor and teacher:

1. Log into your Naviance Family Connection account www.connection.naviance.com/clearviewreg
2. Click on “**COLLEGES I’M APPLYING TO.**”
3. You will be able to see the office status of your requests.
4. If after 15 school days, you have not seen a change in the office status, you may contact your counselor or teachers to check on the status of your requests.

****REMEMBER TO UPDATE NAVIANCE FAMILY CONNECTION REGULARLY SO THAT YOUR COUNSELOR CAN WORK ON PROCESSING YOUR DOCUMENTS IN A TIMELY MANNER****