

**COLLEGE PROCESS CHECKLIST**  
**[HTTP://CONNECTION.NAVIANCE.COM/SJHS](http://connection.naviance.com/sjhs)**

**OUR SCHOOL CODE IS 070797**

**Meet with your counselor to discuss college list.**                      **Counselor Initials:** \_\_\_\_\_

**Discuss with your counselor the type of application you are using for each school you are applying to.**  
**Counselor Initials:** \_\_\_\_\_

**Complete Common Application**

1. Use the same **username** as Naviance. Ask your counselor if your birth date on your profile page in Naviance is correct. If it is incorrect – have them update it. Write down your CA username and password.

**CA Username:** \_\_\_\_\_ **CA Password:** \_\_\_\_\_ **Birth date** \_\_\_\_\_

**Create your college list in Naviance**

1. Go to **Colleges tab**, then to **“Colleges I’m Thinking About”**.
2. Click **“Add Colleges To This List”**
3. Look up college, Specify interest level in schools, ex: **“First Choice”**, Add college.
4. Put a check mark in the box next to the colleges you are applying to.
5. Click **“Move To Application List”**.
6. Check **how you are applying** (ex: EA, REG) and check next to the box if you have submitted your application.
7. Check **how you are submitting** (ex: via CA, directly to the institution).
8. Finally click **“Update Applications”** The school is now on your **“Colleges I’m Applying to List”**.

**Request your recommendation letters in Naviance.**

1. Go to the Colleges Tab and click **“Letters of Recommendation”**.
2. Click **“Add Request”**.
3. Using the drop down list – add teachers to write your letter and select **All future and current schools that I add to my “Colleges I’m Applying To List”**.
4. Students should add a personal note to the teacher with their request.
5. Click **“Submit Request”**. At the top of the screen, a green status bar shows the teacher’s name and the number of requests for the student.

**Complete the FERPA agreement on the Common App website.**

1. On the Common Application, the student needs to create an account on [www.commonapp.org](http://www.commonapp.org).
2. Go to the **College Search** and fill out at least one college.
3. Go to **Common App tab** and add your **High School** under **“Education”**.

**Make sure you search not type “Saint Joseph High School, Trumbull CT or CEB Code 070797”.**

4. The FERPA question is found under **MY COLLEGES tab “Recommenders & Ferpa”**.

**DO NOT INVITE ANY RECOMMENDERS SUCH AS TEACHERS, COUNSELORS ON THE COMMON APP!**  
**Teacher Letter of Recommendations are requested through Naviance only!**

5. The FERPA is a Federal law that protects the privacy of student education records. When you waive your rights, you allow the school to release the requested records (ex: transcript, recommendation letters etc.). Waiving your rights also allows admissions representatives to contact your counselor about the school forms submitted on your behalf. Colleges **REQUIRE** that the student says **YES** on the FERPA. **If your say NO and Match you're accounts – you will not be able to change you answer!**

**Match your Family Connection account in Naviance with your Common App account.**

1. Go to “The Colleges I’m Applying To” page, type in your CA email address and make sure your birthdate is correct. Click “Match”. A **BLUE** box will appear on the top of “The Colleges I’m Applying To” page and will show:

**Common App Account Matching - Complete**  
**Your Common App account was successfully matched.**  
**FERPA Status: Waived**

**Complete your self-evaluation.**

1. Go to the home page of Naviance and click on the document library (right hand side).
2. Click “**Senior Information and Forms**” and download “**Self Evaluation-senior.doc**”.
3. Fill out the information and save it. (File, Save As, choose a folder to save it in)
4. Either email or hand a copy to your counselor.

**Complete a resume**

1. Go to “**About Me**” tab in Naviance. Under “**Interesting Things About Me**”, click on resume. Make selections to build your resume by adding entries.
2. After building your resume, “**Customize Your Printable Resume**”. +**Create New Print Format ex: Sample 1**. Check on the boxes to select and **Save and Close**.
3. Teacher and Counselors will be able to view on Naviance.

**Sign up to meet with college admissions representatives through Naviance.**

1. Located under the College Tab, click on “**view all upcoming colleges visits**”.
2. Click “**Sign up**” and then “**Sign me up**”.
3. Come to Guidance on the day of the college visit for your pass.

**Request transcripts from the guidance office.**

1. Directions are on the **ORANGE** sheet.

**APPLICATION(S) MUST BE SUBMITTED BEFORE REQUESTING TRANSCRIPTS.**

**THIS CHECKLIST MUST BE COMPLETED and BROUGHT TO THE GUIDANCE OFFICE WHEN YOU REQUEST YOUR FIRST TRANSCRIPT SENT.**