

## NAVIANCE COLLEGE APPLICATION UPDATES

### **When you submit an application for one of the colleges on your list:**

Go to: *Colleges I'm Applying to*

Under the Column header *Actions*, subheading *Edit*, click on the *pencil icon*

The first item under each college is: *Application submitted*

Check box next to: *I have submitted my application*

At the bottom of your list of colleges, click on *Update Applications*

### **When you have heard back from a college you applied to (for all responses):**

Go to: *Colleges I'm Applying to*

Under the Column header *Actions*, subheading *Edit*, click on the *pencil icon*

The 6<sup>th</sup> item under each college is: *Result*

Either click the drop down box and select appropriate *Result* (accepted, denied, etc.) or check a box to indicate the *result*

At the bottom of your list of colleges, click on *Update Applications*

### **When you have decided which college you are attending:**

Go to: *Colleges I'm Applying to*

Below your list of colleges, go to the section called *College that I am attending*

Click the drop-down button, select the college you are attending

Click the *Update* button

**If you do not indicate in Naviance which college you are attending, your final transcript will NOT be sent. All colleges require a final transcript before you can register for classes.**

**If your college does not accept electronic transcripts, you will also need to give Mrs. Yamauchi, College & Career Center, an envelope with the college admissions address and a postage stamp. In the upper, left hand corner of the envelope, please write your name, legibly.**