

## **Naviance - Helpful Hints**



This icon denotes that this college is an **eDoc** destination, meaning this college accepts transcripts and recommendations electronically



This icon denotes that this college accepts the **Common Application AND is an eDoc destination**, meaning this college accepts transcripts, Common App Reports and recommendations electronically



This icon denotes that this college accepts the **Common Application and is an eDoc destination** but you have chosen **not** to use the Common App because you are using a **Priority App**. Transcripts, recommendations and regular school forms can still be sent electronically



This icon denotes that this college accepts both their application and the Common Application and is an eDoc destination. **You must decide whether you are using the Common App, the college application or a Priority App, then change this icon.** To change this icon, click on the word **Unknown** noted under the **Applying Via Common App** column. Select “yes” (using Common App) or “no” (using a Priority App).



This icon denotes that this college is **NOT** an **eDoc** destination and that the college does **not** accept transcripts or recommendations electronically so they must be printed then mailed. This means **in addition to requesting a transcript on Naviance**, you must give Sandie Yamauchi, College & Career Center, an addressed (college admissions address), stamped envelope.

\*It is highly recommended that you submit applications for admissions to all Common App schools via the Common App ([www.commonapp.org](http://www.commonapp.org)) and **NOT** by submitting the colleges' application. The **only** time you would **not** use Common App would be if you are using a Priority App.

\*If you are applying to a Common App college, you **must** submit a **Counselor** Recommendation. A teacher recommendation is **not** required for all Common App colleges so you will need to check CA or the college website. Most colleges have a

maximum number of recommendations they will accept.

\*It is always a good idea to **first** speak with a teacher or counselor before adding a teacher/counselor recommendation request in NAVIANCE. Always include the college application due date in your Naviance request to teachers and your counselor.

\*Teachers and counselors **require at least** 14 business days in order to complete and submit a student recommendation.

\*Secondary School Reports, Teacher/Counselor recommendations, & Transcripts are the only documents that can be submitted electronically to colleges via NAVIANCE.

\*Standardized test scores must be submitted to colleges through [www.collegeboard.com](http://www.collegeboard.com) or [www.act.org](http://www.act.org) and are the responsibility of the **student** to make sure those requests have been made.

\*Scholarships – In Naviance, click on ***Colleges***. Scroll down to the section called ***Scholarships and Money***. Click on ***Scholarship List*** to get a list of current Scholarships.

\*Students can view their transcript status by logging onto NAVIANCE and going to ***Colleges > Transcripts (left bar) > View the status of all my transcript requests***. You can also request transcripts by selecting ***“Request transcripts for my college applications”*** instead. Questions about electronically sent and mail transcripts, see Sandie Yamauchi, College & Career Center.

\*The College Visit Schedule can be found on NAVIANCE under ***colleges > View all upcoming college visits (right side of page)***. These visits are a great way for students to learn more about prospective colleges by visiting with college representatives at WLHS.

\*If you are applying to a college within the University of California (UC) system, you do **not** have to send a transcript with your application.

\*If you are applying to a college within the California State University (CSU) system, check the website of **each** college (Cal State Long Beach, Cal Poly, etc.) to see if they require a transcript. While one CSU application is used for all colleges in the system, not all the colleges accept transcripts, essays or recommendations.