

# Naviance College Application Process

Reminder, in addition to the steps on Naviance, all students applying to college must:

- Complete the online application on each college's website or through the Common Application at [www.commonapp.org](http://www.commonapp.org).
- Provide Recommendation Request sheets for letters of recommendation to teachers (yellow) and counselor (blue)
- Submit SAT and/or ACT scores officially through their respective websites.
- Submit Transcript Request Form (Salmon-colored form) to Guidance for each college you apply to

## **Common Application:**

- 1) Create an account at [commonapp.org](http://commonapp.org). All students applying to college must do this.
- 2) Go through and fill out all required application info
  - a. If none of your schools use the common app, you can do a shortened version by following direction 4b below.

## **Linking Naviance and the Common Application:**

- 1) Log in to your Naviance account.
- 2) Go to "Colleges" tab.
- 3) Click on "Colleges I'm Applying to"
- 4) Click on the "Match Accounts" button near the top-right of the screen. Follow the directions on the screen to link your Naviance account to the Common Application.
  - a. If you have not already started the Common Application, you must do so now.
  - b. You must have completed the FERPA section of the common application. If you have not yet done this, do so by:
    - i. Log in to your commonapp account (or create one via [commonapp.org](http://commonapp.org))
    - ii. Add a college via the college search (if you have not done so already)
    - iii. Go to My Colleges Tab
    - iv. Under your college select "Recommenders and FERPA"
    - v. Follow directions to complete the FERPA section.

## **Adding Colleges to Your Application List** (for schools you are definitely applying to or have applied to)

\*All Common application schools will automatically update once you have linked your accounts

- 1) Go to Colleges Tab
- 2) Go to "Colleges I'm Applying to"
- 3) Click on "Plus Sign" icon (right hand side of screen) to add colleges you are applying/have applied.
- 4) **Answer all questions on screen to add an application**
  - a. Please be sure to do so accurately, particularly whether you are using the Common Application to apply or directly to the institution
- 5) Repeat for each college.

## **Requesting Letters of Recommendation:**

- 1) Go to Colleges tab. Select "Apply to College" section, then select "Letters of Recommendation"
- 2) Click on "Add Request"
- 3) Select your teacher from the drop down box.
- 4) Then Select "All current and future college I add to my *colleges I'm Applying to* list."
  - a. You do not need to leave any notes as you should have already spoken to your teacher and provided a yellow brag sheet
- 5) Click "Submit Request"
- 6) Repeat for each teacher writing you a letter of recommendation

# **Important Information for Completing College Applications**

- Address: 180 Bengal Blvd., Barnegat, NJ 08005
- Phone: 609-660-7510
- Guidance Fax number: 609-698-6313
  
- BHS CEEB Code: 310062
  
- Number of students in your class: 247
- Class Rank: Available on your transcript and in Naviance
- GPA is weighted and on a 4.0 Scale
- Course Credits:
  - Full year courses are worth 5 credits
  - Semester courses are worth 2.5 credits

## **School Counselor Contact Information**

- Christine Ayers
  - [cayers@barnegatschools.com](mailto:cayers@barnegatschools.com)
  - 609-660-7510 x7063
- Kate Gehrke
  - [kgehrke@barnegatschools.com](mailto:kgehrke@barnegatschools.com)
  - 609-660-7510 x7062
- Jeff Fonseca
  - [jfonseca@barnegatschools.com](mailto:jfonseca@barnegatschools.com)
  - 609-660-7510 x7070
- E.C. Peters
  - [epeters@barnegatschools.com](mailto:epeters@barnegatschools.com)
  - 609-660-7510 x7061