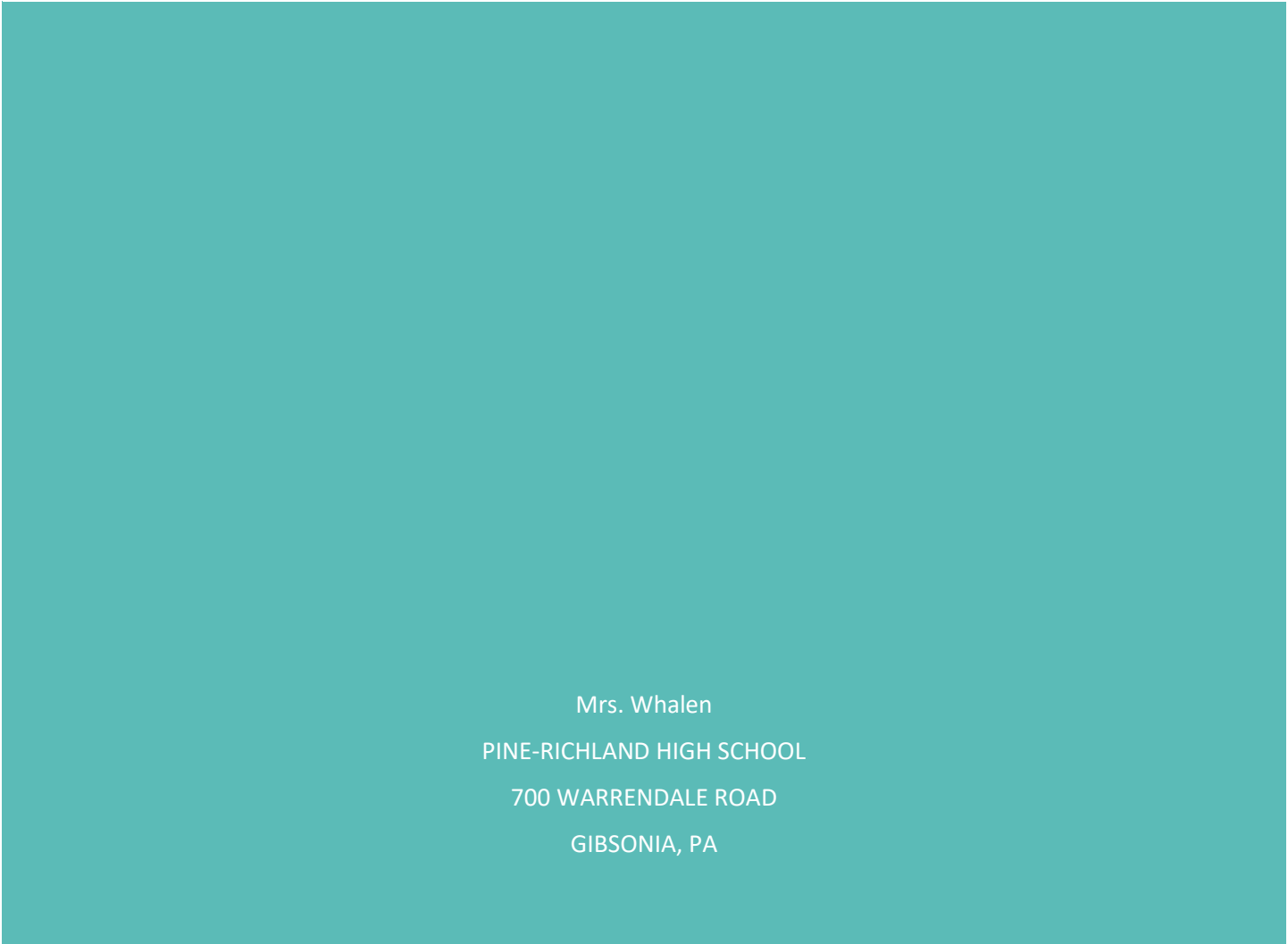




*Naviance College
Application Process*
2019-2020



Mrs. Whalen
PINE-RICHLAND HIGH SCHOOL
700 WARRENDALE ROAD
GIBSONIA, PA

PRHS Naviance Student College Application Process

Overview

Keep track of the colleges that you are applying to by using the **Colleges I'm Applying To** list. This list provides an overview of the college, the college deadline, transcript requests, and whether the application was submitted allowing you to easily keep track of your college application process. Additionally, view other college application information like requests for letters of recommendation, college/career events, and test scores. To access your Naviance account, go to: <https://student.naviance.com/pinerichland>

Accessing the List

1. From Naviance Student, **Colleges** > **Colleges I'm Applying To**.

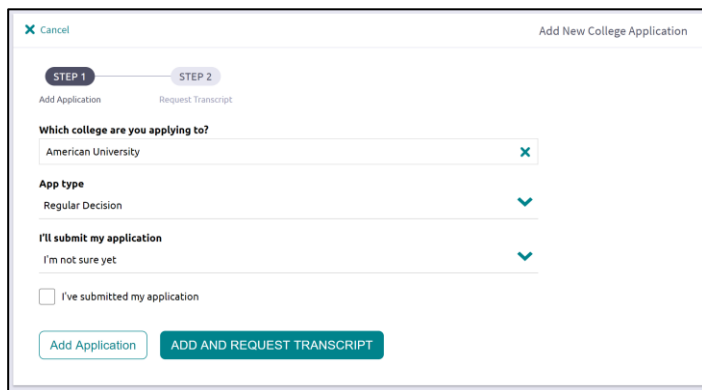
Adding a College(s) to the List & Requesting Transcripts

Colleges can be added to the Colleges I'm Applying To list in two different ways:

- From the *Colleges I'm Applying To* list
- From the *Colleges I'm Thinking About* list

From Colleges I'm Applying To

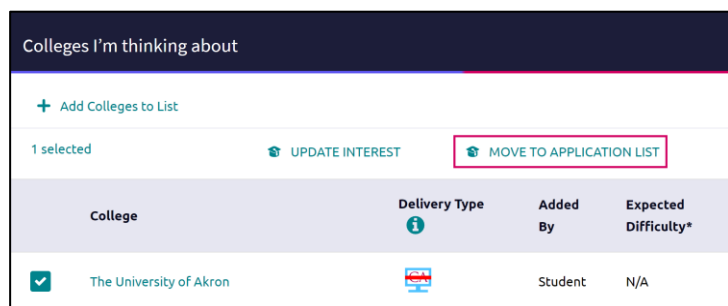
1. Match Naviance with your Common Application. Those colleges with be added automatically.
2. Click the **Add** button (+ sign).
The Add New College Application, Step 1 Add Application displays.
3. From **Which college are you applying to?** use the drop-down or type the name of the desired college and select from the matches.
4. From **App Type** click the drop-down to identify your answer.
5. From **I'll submit my application?** click the drop-down to identify your answer.
6. If you have already sent in your application, select the checkbox labeled **I've submitted my application**. If not, leave it unchecked.



If you currently do not need to request transcripts, select Add Application. For Pitt and Penn State, students self-report grades!

From Colleges I'm Thinking About

1. From Naviance Student, navigate to **Colleges** > **Colleges I'm Thinking About**.
2. Place checkmarks in the checkboxes next to the schools to which you are applying.
3. Click **Move to Application List**.
The Move to College Applications, Step 1: Add Application/s displays.
4. Use the drop-down menus to select the accurate responses.
5. If you have already sent in your application, select the checkbox labeled **I've already sent my application**. If not, leave it unchecked.



College	Delivery Type	Added By	Expected Difficulty*
<input checked="" type="checkbox"/> The University of Akron		Student	N/A

PRHS Naviance Student College Application Process

Requesting Your Transcript

Two forms are required: Parent Signature and Transcript Request. The Parent Signature form is completed **once**. The Transcript Request form is required for each college unless those colleges use SRAR (self-reported academic record).

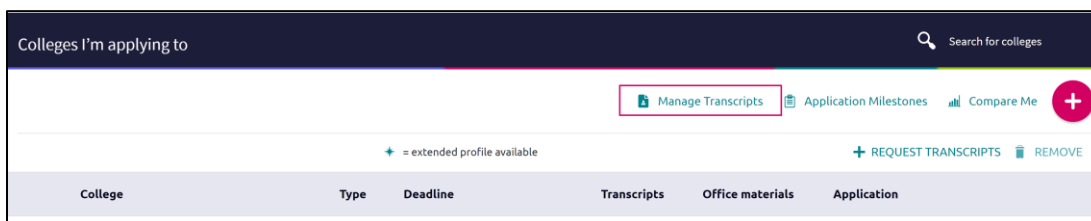
A transcript can only be requested for schools that were previously saved to your **Colleges I'm Applying To** list.

1. Complete a Transcript Request form for each college after you have submitted your application.
2. Pink Transcript Request forms do not include rank. Requires a student signature.
3. Gold Transcript Request forms **include rank** and require both a parent and student signature.
4. Transcript Request forms are also used to request mid-year grades.
5. Transcript Request forms can be found in the Guidance Office, under **Document Resources** in Naviance and on the high school website under **Resources** - Forms, Documents and Podcasts.

Manage Transcripts

Use Manage Transcripts to keep track of your general transcript requests.

1. From the Colleges I'm applying to list in Naviance Student, click **Manage Transcripts**.



The Manage Transcripts page displays.

2. Here you can see all the institutions to which a transcript request has been associated.

Other Application Information

Letters of Recommendation-PRHS Counselor/Teacher

Research admission requirements. Some colleges do not require letters of recommendation, others ask for one or two. Be sure to ask your teacher/counselor in person. As you complete your applications, send an electronic request to your teachers through Naviance. School counselor letters will be sent with the high school transcript and do not require a request through Naviance. Follow up in person to make sure teachers have received your request.

Please note: Give your recommenders at least 3 weeks to write your letter. Last minute requests may not be honored or could result in a generic letter. Don't forget to write a thank-you!

DO NOT request a teacher letter of recommendation through the Common Application! PRHS is a Naviance school. Counselor and teacher letters of recommendation will be sent electronically through Naviance.

Letters written by teachers or adults outside of PRHS need to be sent by mail or electronically through the Common Application as **"Other Recommender"**.

Directions: Request new and keep track of letter of recommendation requests from **Colleges > Apply to College > Letters of Recommendation**. (Opens in Naviance the first week of August).

When adding a request, select a teacher to write the recommendation, a specific or all colleges from your Colleges I'm Applying To list, and any notes to share with your teacher. Consider using this space to share your major or anything additional that does not appear on your resume (i.e. Please mention my passion for biology or my interest in nursing).

PRHS Naviance Student College Application Process

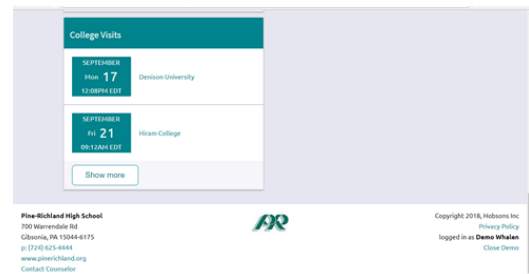
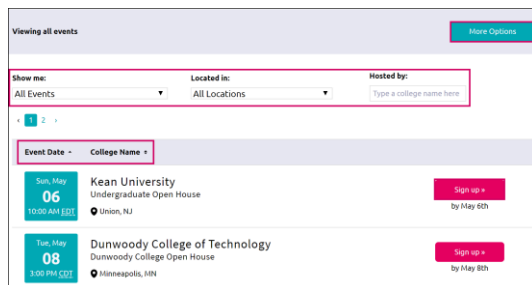
Other Application Information

College Events

College opportunities, career speakers, and special programs are held throughout the school year. Browse for and sign up for these events ([College Home](#) > [Apply to College](#) > [College Events](#)). Use filtering, searching, and sorting features to find events. Use [More Options](#) for additional search criteria.

PRHS students are strongly encouraged to attend college visits held in the College and Career Center. It is a great opportunity to learn more about admission requirements, majors, careers and social climate on campus.

Use the [Show Me](#) drop-down to locate events that you are signed up for.



Test Scores

View test scores ([College Home](#) > [Apply to College](#) > [Test Scores](#)) such as ACT and SAT.

- Students are responsible for sending colleges and universities their official SAT and/or ACT scores. PRHS does not report scores on the transcript. Request your scores be sent directly from collegeboard.com or actstudent.org websites (there is a fee for each school requested). It take at least **3 weeks** for colleges to receive those scores.
- Almost every school will accept either the SAT or ACT, so you can choose which test to send depending on your scores for each test. Check to see if the essay is required.
- Check school admission requirements to see if SAT Subject Tests are needed and in which subjects.



Questions? Please stop and see us in the Guidance Office. We have helped many students navigate the college admission process. Let's build a great future together!