

## NAVIANCE College Application Process

To apply to colleges:

1. Apply to colleges and universities through their website's Undergraduate Admissions page. Make sure to follow each college's application instructions.
2. Log into Naviance using your Infinite Campus username and password; go to the COLLEGES tab and click on 'colleges I'm applying to'.
3. Add the colleges and universities you applied to by clicking '+add to this list'; to find colleges and universities, click 'look up' and type in the name of your college. Click on the college in the 'college picker.' You will see ' request' in the transcript column. Check this box to request your transcript. Then click 'add college.'
4. If you utilized the Common Application to apply to any college or university, under the COLLEGES tab, click 'Do it now' in the blue 'Common App Account Matching – Incomplete' box. If you did not utilize the Common Application, click 'not needed' at the bottom right of the blue box.
5. Complete a Tracker Form for one or as many colleges that you have applied to, and submit the form to the guidance office.
7. Be sure to check your school and personal emails on a regular basis for emails from the colleges or from YSHS.
8. Once you have heard back from the colleges that you have applied to, update 'Results' in 'Colleges I'm Applying To' (choose accepted, declined, waitlisted, etc. from the drop down box) for each of your college(s). Then, once you decide where you will be attending, update the 'College I'm Attending' (drop down box). PLEASE BE ADVISED THIS IS A REQUIREMENT TO PICK UP YOUR CAP AND GOWN. THIS STEP MUST BE COMPLETED FOR ALL COLLEGES.