College 101

How do I know which application to use?

Apply Texas Application: www.applytexas.org
This application is used to apply to Texas public colleges and a few private colleges. This application does not typically require a letter of recommendation. If you need a letter of recommendation, please supply your recommender with a stamped and addressed envelope to the college in which you are applying.

Common Application: www.commonapp.org
This application is used to apply to over 500 common application members across the country. See the website for a complete listing of member institutions. Common App member schools require several documents as part of the application process: School Report (counselor evaluation form), Teacher Evaluation (to be completed by 1-2 of your teachers), Mid-Year Report (sent by your counselor in late January and will include your updated rank and GPA from the fall semester), and the Final Report (sent by your counselor at the end of your senior year).

College specific applications:
This application is used if a college or university is not a member of Apply Texas or Common App. The application will be available on the school’s website. It is important that you read carefully for specific requirements.

What is Naviance Family Connection?

Naviance Family Connection is a college and career web-based service designed for students and parents to investigate, research, track, and plan for college and career opportunities. The counseling office uses it for the following purposes:

- **Application Tracking**- track colleges to which you have applied and your admissions decisions
- **Transcript Requests**- track and send transcripts to all schools in which you have applied
- **Form submissions**- send Teacher Evaluation forms, Letters of recommendation, School Report forms and School Profiles to all Common Application member schools as well as any college or university that accepts electronic documents through Naviance

**There are a few private colleges in Texas that are members of both Apply Texas and Common Application. These include, but are not limited to: Austin College, SMU, Southwestern University, TCU, and The University of Dallas. If you are applying to one of these schools, we prefer that you apply through the Common Application, so we are able to submit and track your materials electronically.**
How do I log on to Naviance Family Connection?

RHS:  https://connection.naviance.com/richardsonhs
PHS:  https://connection.naviance.com/pearcehs
BHS:  https://connection.naviance.com/berknerhs
LHHS: https://connection.naviance.com/lhigh

**Username:** is your first initial, last initial and student ID number (example: jb123456)

**Password:** The Standard password is your birthdate with no leading zeroes including the forward slashes. (Example: April 8, 1996 would be 4/8/1996) You can change it by selecting the "Manage my Account" link in the upper right hand corner of the screen. **If that password does not work, click “forgot my password” to have a new password sent to your g.risd.org account.**

*DO NOT use the “I need to register” link*

How do I use Naviance Family Connection to organize my college materials?

**Step 1:** Find a list of 5 schools that offer your major or career choice by completing the “SuperMatch college search”, which is located under the **colleges** tab

**Step 2:** Add your list of colleges from Step 1 and any other college of interest to “colleges I’m thinking about” list, which is located under the **colleges** tab

**Step 3:** Once you have decided to apply to specific colleges that you will create your “colleges I’m applying to” list, which is located under the **colleges** tab

**Step 4:** Indicate your application type: Regular, Early Action, Early Decision, etc.

**Step 5:** Determine how your documents will need to be sent by looking at the symbols next to each college or university

- “Mail only” means that your transcript and/or recommendation letter(s) may need to be sent through the mail. Please provide a stamped and addressed envelope. All public schools in Texas will accept transcripts electronically, but if a letter of recommendation needs to be sent, it will have to be mailed separately.

- “Electronic” means that documents can be sent electronically through Naviance.

- “Common App” means that the college uses the Common Application and all of your documents will be sent electronically through Naviance.

How do I match my Common Application Account to my Naviance Family Connection account?

**Connection account?**

**Step 1:** Create a Common Application account at https://www.commonapp.org

**Step 2:** Add at least one college or university to your Common App

**Step 3:** Sign the Common Application FERPA Release Authorization

**Step 4:** Log on to your Naviance Family Connection account

**Step 5:** Click the **colleges** tab

**Step 6:** Click “colleges I’m applying to”

**Step 7:** The Common App Account Matching screen is displayed at the top of the page. Enter the email address you used for your Common App account and your date of birth

**Step 8:** Click *Match* to complete the process
How do I request teacher and/or counselor recommendation letters?

Some colleges and universities will require letters of recommendation as part of the application process. You will request your letter(s) of recommendation through your Naviance account, but you must meet with your teacher(s) and/or counselor in person to ensure that they are willing to write a letter of recommendation on your behalf. Each teacher and/or counselor must be given a minimum of 3 weeks’ prior notice to prepare your letter and/or documents.

**Step 1:** Meet with your teacher(s) and/or counselor to ask them if they would be willing to write a letter of recommendation on your behalf  
**Step 2:** Log in to your Naviance Family Connection Account and select the **colleges** tab  
**Step 3:** Select “colleges I’m applying to”  
**Step 4:** Under teacher recommendations click “add/cancel requests”  
**Step 5:** Select the name of the teacher(s) and/or counselor and use the box to the right side of the name to add any additional details as well as a thank you note  
**Step 5:** Click Update Requests and your requested teacher and/or counselor will receive an email alerting them that you have requested a recommendation via Naviance  
**Please be sure that your counselor has your completed Senior Packet. A copy of the Senior Packet is located in the document library on your Naviance account.**

How do I request a transcript?

Once you have submitted an application to a college or university, you may request a transcript. Please allow 3 weeks’ notice to prepare and send your transcript(s).

**Step 1:** Log in to your Naviance Family Connection Account and select the **colleges** tab  
**Step 2:** Select “colleges I’m applying to”  
**Step 3:** Click “request transcripts” which is located above the list of colleges  
**Step 4:** Check the box for the college or university where the transcript needs to be sent  
**Step 5:** Select request transcripts at the bottom of the page  
**Step 6:** Complete a Transcript Request Form in the counseling office and pay the appropriate fee. The first two transcripts you send are free and each additional transcript is $2.00. Remember to bring a stamped and addressed envelope if the transcript needs to be sent through the mail.  

**TRANSCRIPTS WILL NOT BE SUBMITTED UNTIL THE “TRANSCRIPT REQUEST FORM” IS COMPLETED AND THE APPROPRIATE FEE IS PAID!!!**
**DEADLINES!!!**

We want to ensure that colleges and universities receive your materials on time, so please plan ahead. Transcript requests and Letter of Recommendation requests will not be available through Naviance Family Connection during the following times:

- **Thanksgiving Holiday**: Friday, November 13 - Sunday, November 29, 2015
- **Winter Holiday**: Friday, December 11 - Monday, January 4, 2016

---

**How do I send my ACT/SAT scores to the colleges in which I’m applying?**

The high school transcript does **NOT** provide the following test scores: Advanced Placement (AP), PSAT, SAT, ACT. The scores listed on your Naviance Family Connection page are **NOT** sent to the colleges. You **MUST** request that your ACT and/or SAT test scores be sent directly from the testing agency. To request ACT scores, go to [www.actstudent.org](http://www.actstudent.org); for SAT scores, go to [www.collegeboard.org](http://www.collegeboard.org). STAAR/EOC scores must be requested from the counseling office separately if needed.

**How do I register with NCAA if I’m a student athlete?**

**Step 1**: Register with the NCAA Eligibility Center at [www.ncaaeligibilitycenter.org](http://www.ncaaeligibilitycenter.org)

**Step 2**: Request that your transcript be sent by completing the Transcript Request Form in the Counseling Office. Students will need to send transcripts twice; once in September and once at the end of their senior year.

**TRANSCRIPTS WILL NOT BE SUBMITTED UNTIL THE “TRANSCRIPT REQUEST FORM” IS COMPLETED AND THE APPROPRIATE FEE IS PAID!!!**

**What if my college requires a Mid-Year report?**

Texas public colleges and universities usually do not require Mid-year reports (some may), but most colleges and universities that utilize the Common App require both a Mid-year report and an official transcript of grades through the seventh (fall) semester of your senior year. If your college or university requires a mid-year transcript and/or report, it is your responsibility to request it via Naviance in early January. Mid-year reports and transcripts for Common App schools will be submitted via Naviance in the late January of your senior year.
What am I required to send at the end of my senior year?

All students are required to submit a final transcript to the college or university that they will be attending. This allows you to be fully admitted to the school and eligible to register for classes. Students can begin requesting their final transcripts in May via Naviance. If your college or university utilizes the Common App, they may also require a Final report. It is the student’s responsibility to request the Final report via Naviance. Reminder: In addition to requesting transcripts via Naviance, you must also complete the Transcript Request Form in the counseling office and pay the required fee. Student athletes must also request a final transcript to be sent to NCAA.

TRANSCRIPTS WILL NOT BE SUBMITTED UNTIL THE “TRANSCRIPT REQUEST FORM” IS COMPLETED AND THE APPROPRIATE FEE IS PAID!!

QUESTIONS???

We are here to help! Stop by the College and Career Center or the Counseling Office and we will be glad to assist you.