

# COLLEGE APPLICATION PROCESS

Log Into Family Connection

Click on the "Colleges" Tab

Click on "Colleges I'm Thinking About"

## Colleges I'm Thinking About

Here you should have a list of colleges that interest you. When you decide which schools you want to apply to check that box and Click on "Move to Application List". Next click on "Add Applications". This will now move to Colleges I'm Applying to.

## Colleges I'm Applying To

This is your list of schools you plan to apply to. When you are ready to apply, click on the website icon. You will find this under actions. It is the last icon to the far right under www. This will direct you to each schools webpage where you will follow their application process.

Once the online application is complete you will then click on "request transcripts" and follow the directions. This link will be found above your list of schools.

If your college requires letters of recommendation you will click on Teacher Recommendation. Find out the number of recommendations needed for the school applying to and fill in the names of teachers. DO NOT exceed the college's required number of recommendations. You MUST speak to teachers and request they write a letter for you BEFORE submitting their names to Naviance. If prior approval is not sought teachers will deny the request for a recommendation.

When you get a response from the college (admitted, waitlisted, denied) please go back to "Colleges That I Am Applying To" and indicate what the response is. You will go back one more time to indicate College I'm Attending when you have made your final decision. Once you have decided on a school you must request a final transcript be sent to that school.