Adding Colleges to Naviance

All the colleges you are applying to must be listed in Naviance. These instructions would be referring to your applications to community college, UC, CSU, Coalition, and direct to institution.
Steps to Log into Naviance

- Log into your SEQ email
- Go to the Carlmont website ([www.carlmonths.org](http://www.carlmonths.org))
- Click on Naviance
- Enter your SEQ email address
- You will be directed to the Naviance home page
Add all Non Common App applications

From the Naviance home page

Click on Colleges I’m applying to

Click on the PLUS sign
Type the college name to add to your list.

Use the pull down when your college appears.

Naviance will recognize full name of colleges for example: University of California.
**App Type**

This section is very important.

This date informs teachers and counselors of your deadlines.

Some colleges give you many deadline choices, while others only have one.
In this section indicate which application you will use. It will either be Common App or Direct to the Institution.

If applying to UCs, Community College, CSUs indicate Direct to the Institution.

If applying to the college directly from their website, indicate Direct to the Institution.

If you are using the Coalition Application, indicate Direct to Institution.
Click on 
Add Application 

The option to Add and Request Transcript will not be used at this point.
After adding the college - this is what your Colleges I’m Applying To page will look like

<table>
<thead>
<tr>
<th>Name of College</th>
<th>Deadline type</th>
<th>Deadline</th>
<th>Transcript Request</th>
<th>Direct to Institution or Common App</th>
</tr>
</thead>
<tbody>
<tr>
<td>The University of Texas at Austin</td>
<td>RD</td>
<td>Regular December N/A</td>
<td>no request</td>
<td>Pending</td>
</tr>
<tr>
<td>Pennsylvania State University-Main Campus</td>
<td>EA</td>
<td>Early November N/A</td>
<td>no request</td>
<td>Initial materials submitted</td>
</tr>
</tbody>
</table>

Unknown drop-down with EDIT and MORE options available.
Very Important: Deadline must be correct in Naviance - counselors and teachers will depend on the deadline listed.

<table>
<thead>
<tr>
<th>College</th>
<th>Type</th>
<th>Deadline</th>
<th>Expected Difficulty*</th>
<th>Transcripts</th>
<th>Office materials</th>
<th>Submission Type</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boston College</td>
<td>RD</td>
<td>Override January 1</td>
<td>N/A</td>
<td>no request</td>
<td>Pending</td>
<td>CA</td>
<td>Unknown</td>
</tr>
<tr>
<td>Boston University</td>
<td>RD</td>
<td>Regular Decision 4</td>
<td>N/A</td>
<td>no request</td>
<td>Pending</td>
<td>CA</td>
<td>Unknown</td>
</tr>
<tr>
<td>Brown University</td>
<td>RD</td>
<td>Regular Decision 5</td>
<td>N/A</td>
<td>no request</td>
<td>Pending</td>
<td>CA</td>
<td>Unknown</td>
</tr>
</tbody>
</table>
For Common App Schools

After you Match your Common App to Naviance, the college list will automatically upload to Naviance.

If you have not matched your account, view this slide show.

Matching Naviance to your Common App
Questions?? Ask your counselor or Ms. Pratap in your College & Career Center
ppratap@seq.org