

-----UNDERSTANDING YOUR NAVIANCE ACCOUNTS and-----  
**PROPERLY LISTING and UPDATING THE COLLEGE APPLICATION INFORMATION**

1. On your Naviance home page, click the “colleges” tab, then “Colleges I am thinking about.” You will see the list of college names you are thinking about applying to *before you have decided where to apply*. **This is your *prospective college list*.**
2. When you have **finalized your college application list**, check the ***left hand box*** next to the name of the college you are applying to. In the “My Interest” column, *indicate your present level of interest in that college*. (Low, Medium, High, First Choice: this is useful information for your counselor. *We understand* that the interest level may change over time.) At the bottom of the list, click the “**move to application list:**”
3. The process above has moved your college list to the “**colleges I’m applying to**” link where your college application list appears! The first column after decision type is “**Applying via Common App.**” Click “**Unknown**” then *indicate if you’re using The Common Application, (or not), and then click on “**Update Applications.**”* For example: one of your college choices may be a SUNY college, but you have opted to use the SUNY application instead of The Common Application. Or, in some cases you may decide to use the college’s own application. Update this column according to which application method you’re using!

In the “**Submissions**” column you will see an icon indicating the method used to submit your college documents (electronic/CA/snail mail). For CUNY colleges and a few other universities/colleges you will notice a picture of a postage stamp. For those limited cases, documents must be mailed.

Pay particular attention to the two columns which indicate the “**deadline**” and the “**office status.**” If the office status is “**pending,**” that means school documents have not yet been submitted to the college.

4. In the “**My App**” column, you will see a link “**have you applied?**” *Please click* on this link. Your entire list of colleges appears. Here, you have the opportunity to *indicate the program/division and application type*. For example, at Georgetown University you may indicate: Georgetown College, School of Business, etc. Some of your colleges may have extensive choices while others do not (This information is helpful to counselors).
  - i. **Macaulay Honors College(s)** and CUNY colleges are handled a bit differently here. After you’ve listed Macaulay (once) and each CUNY college individually, on the “**colleges I’m applying to**” page, then under “**My App,**” you must list *only your first choice school under the Macaulay Honors College* heading. Each other CUNY college will be listed without that designation, which will make record keeping easier at the end of the year.
5. Once you have clicked on “**have you applied**” for each college choice and added your program information, please indicate *if you have submitted* your application. **Once you have submitted your portion of the application, update your Naviance accounts by checking the “I have submitted my application” box.**

Please continuously update your Naviance account during the entire school year. The information in your Naviance accounts appears differently to counselors and teachers (see next page), which is why it is important that you follow the steps above.

Sample: STUDENT VIEW of Completed Naviance College List when the Procedures have been followed:

search for colleges:  Go

MORE SEARCH OPTIONS >>

my colleges

- > colleges I'm thinking about
- > colleges I'm applying to
- > college visits

college research

- > SuperMatch™ college search
- > college match
- > college compare
- > college lookup
- > college search
- > college resources
- > scattergrams
- > acceptance history

scholarships & money

- > scholarship list
- > scholarship applications

resources

### colleges I'm applying to

[+ add to this list](#) | [view detailed status](#) | [compare me](#)

College	Type	Applying via Common App?	Submissions	Deadline†	Office Status	My App.	Results	EDIT	CONTACT	GRAPH	MMU	Actions
<input type="checkbox"/> Baruch Coll	ROLL	-		-	Pending	<a href="#">have you applied?</a>	Unknown					
<input type="checkbox"/> Boston Univ	RD	Yes		1/1/13	Pending	<a href="#">have you applied?</a>	Unknown					
<input type="checkbox"/> City Coll of NY	ROLL	-		-	Pending	<a href="#">have you applied?</a>	Unknown					
<input type="checkbox"/> Cornell Univ	RD	Yes		1/2/13	Pending	<a href="#">have you applied?</a>	Unknown					
<input type="checkbox"/> U of Delaware	PRI	Yes		12/1/12	Pending	<a href="#">have you applied?</a>	Unknown					
<input type="checkbox"/> Georgetown Univ	RD	-		1/10/13	Pending	<a href="#">have you applied?</a>	Unknown					
<input type="checkbox"/> CUNY Hunter Coll	ROLL	-		-	Pending	<a href="#">have you applied?</a>	Unknown					
<input type="checkbox"/> Macaulay Honors Coll	RD	-		12/1/12	Pending	<a href="#">have you applied?</a>	Unknown					
<input type="checkbox"/> UMD College Park	PRI	-		11/1/12	Pending	<a href="#">have you applied?</a>	Unknown					
<input type="checkbox"/> Skidmore Coll	RD	Yes		1/15/13	Pending	<a href="#">have you applied?</a>	Unknown					
<input type="checkbox"/> SUNY Oneonta	RD	No		-	Pending	<a href="#">have you applied?</a>	Unknown					
<input type="checkbox"/> SUNY Oswego	ROLL	No		-	Pending	<a href="#">have you applied?</a>	Unknown					
<input type="checkbox"/> U of Texas Austin	RD	-		12/1/12	Pending	<a href="#">have you applied?</a>	Unknown					
<input type="checkbox"/> Tulane Univ	RD	-		1/15/13	Pending	<a href="#">have you applied?</a>	Unknown					
<input type="checkbox"/> Union Coll	RD	Yes		1/15/13	Pending	<a href="#">have you applied?</a>	Unknown					

[Delete Application](#)

College that I am attending

(no college selected)

Sample: Counselor's View of the Student's Naviance College List

https://succeed.naviance.com/studentsmai

active applications | milestones | history | graphs | prospective colleges | comparison | event registrations

ACTIVE APPLICATIONS

[Print summary](#) | [Print detail](#)

<input type="checkbox"/> all	College	Delivery Type	Office Status	Student Status	Common App Status	Type	WL	DF	Interest	Expect	Result
<input type="checkbox"/>	Baruch Coll Macaulay Honor's College		Pending	-	N/A	ROLL			High		Unknown
<input type="checkbox"/>	Boston Univ College of Arts and Sciences		Pending	-	Not in list	RD			Medium		Unknown
<input type="checkbox"/>	City Coll of NY Macaulay Honors College		Pending	-	N/A	ROLL			High		Unknown
<input type="checkbox"/>	Cornell Univ School of I&LR		Pending	-	Not in list	RD			High		Unknown
<input type="checkbox"/>	U of Delaware		Pending	-	Not in list	PRI			High		Unknown
<input type="checkbox"/>	Georgetown Univ Georgetown College		Pending	-	N/A	RD			High		Unknown
<input type="checkbox"/>	CUNY Hunter Coll Macaulay Honor's College		Pending	-	N/A	ROLL			High		Unknown
<input type="checkbox"/>	Macaulay Honors Coll Baruch College		Pending	-	N/A	RD			High		Unknown
<input type="checkbox"/>	UMD College Park College of Arts & Humanities		Pending	-	N/A	PRI			Medium		Unknown
<input type="checkbox"/>	Skidmore Coll		Pending	-	Not in list	RD			High		Unknown
<input type="checkbox"/>	SUNY Oneonta		Pending	-	Not in list	RD			High		Unknown
<input type="checkbox"/>	SUNY Oswego		Pending	-	Not in list	ROLL			Medium		Unknown
<input type="checkbox"/>	U of Texas Austin College of Liberal Arts		Pending	-	N/A	RD			Medium		Unknown
<input type="checkbox"/>	Tulane Univ		Pending	-	N/A	RD			High		Unknown
<input type="checkbox"/>	Union Coll		Pending	-	Not in list	RD			High		Unknown

Select apps and: (select action)

Set Attending College: N/A