

# Utica High School Naviance and Common App Instructions

<https://student.naviance.com/uticahs>

Login: Use your UCS computer username/password

**ALL SENIORS** *must* complete the “BRAG SURVEY” by September.

- Go to the MY PLANNER tab (top right).
- Click on TASKS.
- Complete Survey. *The information provided is used for your letters of recommendations.*
- Also check the MY PLANNER tab – Tasks assigned to me to see that you have completed everything.

## **Requesting Transcripts and School Documents:**

Below are tasks that students must complete in order to request the transcripts and recommendations from teachers to be sent electronically to schools:

### **APPLYING TO COLLEGES NOT USING THE COMMON APP:**


- Login to [NAVIANCE](#) using your computer username/password.
- Go to the top bar and click on “Colleges”>” I’m Applying To”
- Click on the pink “Plus Sign” on the right side of the screen
- **Which College are you applying to?** Use drop down menu or type in college name
- Click on “App Type” and highlight when you want to have your application into the college
- Click “I’ll submit my application” – use drop down to select “Direct to the Institution”
- If you’ve completed your application check the box “I’ve submitted my application”
- Click “ADD AND REQUEST TRANSCRIPT”
- Select “what type of transcript” (initial)
- Click “Request and Finish”

### **If you have *not submitted* your application:**

- **DO NOT** check the box if you haven’t submitted your application
- Click on “ADD APPLICATION”, it will take you back to the main page of colleges your applying to
- Find the college you want to apply to and click on “MORE” button at the end of college info
- Click on “Visit Website” and **apply at the college.**

### **APPLYING TO COLLEGES USING THE COMMON APP**

**For Michigan Colleges U of M Ann Arbor is the only school which *REQUIRES* the common application.**

- Go to [COMMON APP](#) to register after August 1<sup>st</sup>.
- Complete all information on the Common App.
- Add colleges to the ‘Colleges I’m Applying To’ list in Naviance. *(make sure they are through common app)*
- Use the drop down to select submitting via common app. 
- Return to Common App to complete the application process.
- You **MUST** request teacher/counselor recommendations through Common App

## TEACHER RECOMMENDATIONS

- Request teachers to write recommendations as early as possible! (3-4 weeks in advance)
- You must tell teachers which schools they should send a recommendation to.
- Pay attention to how many recommendations can be submitted to each university!
- **Common App Schools – Request through common app**
- **Non Common App Schools – Request through Naviance**
- **If you are applying through common app and directly to the institution you MUST request through both Common App and Naviance.**

### Requesting teacher recommendations through Naviance:

- On main page click on “Colleges” – top right
- Go to “apply to colleges”
- Click on “Letters of Recommendation”
- Add Request
- Select teacher/college
- Submit Request

## Determining Which Colleges Accept Online Transcripts

Log into Naviance, click on the ‘colleges’ tab, then click on “colleges I’m applying to”  
Find the column labeled ‘Submissions.’ You will see these symbols:



**Common App**  
Common App school that accepts documents electronically



**Electronic**  
Accepts electronic documents, and not Common App school



**Common App via Electronic**  
Common App school but student not applying via Common App, school accepts electronic



**Print Only**  
School does not accept electronic documents so must print and mail

**IF YOU SEE THIS SYMBOL – YOU HAVE NOT SELECTED A TYPE OF SUBMISSION AND YOUR TRANSCRIPTS WILL NOT BE SENT.**



**Unknown**  
Student has not yet indicated application type

