

Directions for Students

Part I: Log-in and Senior Survey

Turn on your computer and log in.

Go to the B-CC Web page

Click on the **Counseling** tab at top of the page

Click on the **Naviance/Family Connection** link under **Applying to College** (If you don't remember your log-in or password, ask one of the counselors and it can be re-set)

Click on the **About Me** tab

Click on the **Fall 2011 Senior Survey** on the left side of your screen

Complete the survey and save it.

Part II: Create Common Application log-in and password and complete Privacy Waiver

Go to the Family Connection **home** page

Click on the link to the **Common Application** (on left side of screen).

If you haven't already done so, create a common app log-in and password.

Return to the Family Connection **home** page.

Click on the **Colleges** tab.

Click on the **Colleges I'm Applying to** link.

Enter your Common App user name and password and complete the FERPA/Privacy Waiver. We recommend you waive your rights to access your information.

Part III: Add Colleges and Request Transcript

Go to Family Connection **home** page

Click on **Colleges I'm Thinking About**

You may already have colleges listed that you've been thinking about. If not, you can add colleges by clicking on the **Add to this List** link at the top. Click on **Lookup**, select college(s) and click on **Add Applications**. You will now be back on the **Colleges I'm Thinking About** page.

Click on the box(es) next to the schools you are applying to.

Now click on the **Move to Application List** tab. You will now be on the **Colleges I am Applying to** page.

Click on **Request Transcript** at the top of the page.

Scroll down and click on the **Request Transcript** box for each school. Also click on **Send Mid-Year** report and **Send Final** transcript boxes.

Click on **Add Applications**

You can go to the **Colleges I'm Applying to** tab to see the status of your transcript requests.

Part IV: Requesting Teacher Recommendations

*Please talk to teacher first before submitting an electronic request; some teachers may prefer to mail their recommendation letters.

Go to **Colleges I am Applying to** on the left hand side of the screen.

Scroll down to **Teacher Recommendations**

Click on **Add/Cancel Requests**

Select a teacher, add a note and click on **Update Requests**

Part V: For transcripts that are to be mailed only

Please meet with Ms. Peebles, registrar, before school, after school or during lunch to complete a paper transcript request form. You will submit this with an 9 x 11 stamped envelope addressed to the college.

Part VI: Payment

Your first three transcripts are sent for free. For additional transcripts there is a \$5.00 per transcript fee.

*You will need to submit payment to Ms. Peebles, registrar, before transcripts are sent.

You may request a fee waiver if needed