

CHANGING APPLICATION STATUS IN NAVIANCE

Once you have applied to each university, you must change this in Naviance before we can send your transcripts and other documents.

**Remember that you must request transcripts in the Registrar's Office with this [form](#) in addition to requesting transcripts in Naviance.

Follow these steps to complete this process!

1. Once you have logged onto Naviance, click on the Colleges tab.
2. Then, click on Colleges I'm Applying To.
3. First make sure you have requested transcripts in Naviance.

Navigation links: > acceptance history, > enrichment programs, scholarships & money, > scholarship match, > scholarship list, > scholarship applications, > national scholarship search, resources

Buttons: + add to this list, request transcripts, view detailed status, compare me

College	Type	Applying via Common App?	Submissions	Expected Difficulty*	Deadline†	Transcript	Office Status	My App.	Results	Edit	Manage Communication	Graph	WWW
<input type="checkbox"/> U of AL Tuscaloosa	RD	-		N/A	-	requested	Pending	have you applied?	Unknown				
<input type="checkbox"/> U of Houston	RD	-		N/A	4/1/16	requested	Pending	have you applied?	Unknown				
<input type="checkbox"/> TCU	RD	Unknown		N/A	2/15/16	requested	Pending	have you applied?	Unknown				

Buttons: Delete Application

4. If you have not requested transcripts through Naviance, click on “request transcripts” above your list of colleges.
5. Once you have completed the application for each school, you need to change your application status, so we can send your transcripts.
6. For each school, click on “have you applied?”

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<input type="checkbox"/> TCU	RD	Unknown		N/A	2/15/16	requested	Pending	have you applied?	Unknown				

Buttons: Delete Application

7. Then click the box for "I have submitted my application."

search for colleges: [edit applications](#)
 [< back to my college list](#)
MORE SEARCH OPTIONS >>

The University of Alabama

my colleges

- > [colleges I'm thinking about](#)
- > [colleges I'm applying to](#)
- > [college visits](#)

college research

- > [SuperMatch™ college search](#)
- > [college match](#)
- > [college compare](#)

Application submitted I have submitted my application

Division

App Type

College Deadline

Counselor Override

Result waitlisted deferred

Interest

Format

8. Go to the bottom of the page and click on the Update Applications button.