

12th Grade Naviance Instructions

Naviance log in

- Go to the Clayton Valley Charter High School web site (www.claytonvalley.org)
- Go to the Offices tab, then go to Counseling tab-Go to the Naviance tab and sign on
 - User name = 1st letter of your 1st name and 1st letter of your last name and your student id# letters are all caps Password = clayton (all lower case)

Update Email

- On the main Naviance (Family Connection) page click on Manage my account
- Then click on Manage my profile
- Edit your email to match email you used on your Common App

Colleges I'm Applying To List

- Go to Colleges tab then click on Colleges I'm applying to
- Click on add to this list & look up colleges to add

Teacher Letter of Recommendations

- CSU and UC do not need letters of recommendations
- Common application, out of state, private school may need letters
- Talk to teacher in person and fill out "**Brag Sheet**" on Naviance, then request thru Naviance - Give teachers 3 weeks
- Go to Colleges tab then click on Colleges I'm applying to
- Go to Teacher Recommendations section
- Select teacher from drop down menu

Brag Sheet

- Got to About Me tab then click "My Stuff" then click "My Surveys"

College Search

- Go to Colleges tab then click on SuperMatch - colleges by criteria

College Visit Sign Up

- Go to Colleges tab then click on View all upcoming college visits

Scholarship

- Go to Colleges tab & click on Scholarship list or National scholarship search
-

Common Application Register for the Common Application at www.commonapp.org

- Add at least one college and sign the FERPA release authorization

Financial Aid Steps for College

1. **Complete the FAFSA as early as October 1st. The FAFSA must be done by March 2nd to be eligible for a Cal Grant. Use prior-prior year tax information** (tax information from two years ago.) The FAFSA is the application that students use to apply for federal student aid, which includes Pell Grants, federal student loans, and work-study opportunities. It is also used by states, colleges, and private organizations to determine eligibility for nonfederal student aid. This can include Cal Grants, scholarships, and institutional aid.

First, set up an FSA ID for both parent and student at www.fafsa.ed.gov. This will be used for electronic signature. Then login to the FAFSA application and complete all information, using tax returns, W2s, and other tax documentation as required.

Once the FAFSA is completed, you should get an Expected Family Contribution (EFC) dollar amount, which is the amount the family is expected to contribute on an annual basis towards college expenses. The student will receive an email stating that it has been submitted and is in process. If there is a problem submitting, contact FAFSA at **1-800-433-3243**.

This information is sent to all of the colleges entered into the FAFSA: the colleges are the institutions that give students their financial aid award letters.

Note: If the student is undocumented (no social security number, visa, or other legal documentation), then s/he completes the California Dream Act.

<https://dream.csac.ca.gov/>

2. **Cal Grants are processed by the California Student Aid Commission (CSAC). Set up your Web Grants account to check the status of your Cal Grant awards:** www.webgrants4students.org. Clayton Valley Charter High School electronically uploads your GPAs to the CSAC before the March 2nd Cal Grant deadline. Setting up the Web Grants account will tell you if your application has been processed and provides award details. It typically takes approximately 3-5 business days after the FAFSA has been submitted for the student to be able to set up their account.

Once the account is established, students should go to view the “Application Status”, and scroll to the bottom to make sure their FAFSA is recorded as complete and their GPA has been submitted. There should be a green check mark by each. If not, then contact the CSAC for assistance: **1-888-224-7268**.

Go to the **Award Detail** tab to view award status for Cal Grant A, B, or C.

Other items that need to be completed within WebGrants for the monies to be disbursed include:

- Verify the school of attendance is correct. If not, it needs to be changed within the WebGrants account.
- Complete the high school graduation date after graduation.

3. **Once the student determines their school of attendance, s/he will need to select which financial aid awards s/he will accept.**

This is usually done via the student’s web portal for the college the student will attend, but some schools may also do it via U.S. Mail or other means. Students should always be current in reading emails for important notifications and deadlines.

University/College Search

www.claytonvalley.org

click on → Offices → Counseling → Naviance

www.californiacolleges.edu

<http://degrees.calstate.edu/>

College Admission Tests

PSAT and SAT

www.collegeboard.org

ACT

www.actstudent.org

Applying to College

UC Campuses

www.universityofcalifornia.edu

CSU Campuses

www.2.calstate.edu/apply

Private Schools

www.commonapp.org

(Not all campuses use the common application)

Community Colleges (Spring)

www.cccapply.org (Start Application)

<http://www.4cd.edu/ed/cp/default.aspx> (Free First Year Tuition)

www.cccco.edu (Explore/Searches)

Out of State Campuses

(Visit their website to apply)

Financial Aid Resources

www.fafsa.ed.gov

www.fastweb.com

www.tuitionfundingsources.com

www.claytonvalley.org

(click on Offices → Counseling → Naviance)

Senior Check List

September

- Start your UC application in August
- College Tours
- Ask teachers/staff who know you well for letters of recommendation (Private Schools)
- Continue researching colleges you plan on attending
- Add your four year college/universities in your Naviance Account
- Start your common application (check the school's website, not all private schools use the common application)

October

- Sign-up to take SAT/ACT (if necessary)
- Start applying to Colleges (**Oct 1st-Nov 30th**)
- Work on admissions essays/personal statement
- Research scholarship opportunities (Visit **NAVIANCE** or the **College/Career Center**) (Can submit CSU applications right away)
- Start your FAFSA application

November

- Sign-up for the SAT/ACT (if necessary)
- Continue to work on College Applications (Can submit UC applications this month)

December

- Continue to explore scholarship opportunities
- Create your college portals and check your email regularly for updates/deadlines
- Send SAT/ACT scores to colleges you applied to.

January

- Apply for scholarships

February

- Check to see if you need to submit any mid-year transcripts to the schools you applied to
- Plan for AP exams
- Look for acceptance letters via mail or your college portal.

March

- Deadline to fill out your FAFSA is March 2nd
- Review the Student Aid Report (SAR) on your financial aid application and make any necessary updates.
- Start your Community College Applications

April

- Compare financial aid award packages for each school you applied to
- Contact the financial aid office at your chosen school if you have questions.

May

- Submit your letter of intent to enroll by May 1st
- Take AP exams

“a-g” Subject Requirements	UC/CSU Admission Requirements	CVCHS “a-g” Courses
a. History	2 Years Required	<p align="center">a - History</p> <p>World History, AP European History, US History, AP United States History, US Government, AP Government and Politics United States</p> <p>UC/CSU: Two years of history / social science, including one year of World History, Cultures or Geography; and one year of U.S. History or one-half year of US History and one-half year of American Government/Civics.</p>
b. English	4 Years Required	<p align="center">b – English</p> <p>English 1, English 2, English 3, AP English Language and Composition, ERWC - Expository Reading & Writing Course (English 4), AP English Literature and Composition; Advanced ELD</p>
c. Mathematics	3 Years Required 4 Years Recommended	<p align="center">c - Mathematics</p> <p>Algebra 1, Geometry 1, Algebra 2, Algebra 2/Trigonometry, Statistics, AP Statistics, Pre-Calculus Honors, AP Calculus AB, AP Calculus BC, Advanced Algebra with Financial Applications</p> <p>UC/CSU: Coursework must include: Geometry and Algebra 2</p>
d. Science	2 Years Required (1 yr. Physical and 1 yr. Life) 3 Years Recommended	<p align="center">d - Science (Laboratory)</p> <p>Life Science: Biology 1, AP Biology, Marine Biology, Anatomy & Physiology, (M) Principles of Biomedical Sciences, (M) Human Body Systems Honors, (M) Medical Interventions Honors</p> <p>Physical Science: Chemistry, Honors Chemistry, AP Chemistry, Physics, AP Physics 1</p> <p>Life & Physical Science: AP Environmental Science</p>
e. LOTE Language other than English	2 Years Required 3 Years Recommended	<p align="center">e – Language Other Than English</p> <p>American Sign Language, Spanish 1, Spanish 2, Spanish 3, AP Spanish 4 Language and Culture, AP Spanish 5 Literature and Culture, French 1, French 2, French 3, AP French 4 Language and Culture, Honors French 5</p>
f. VAPA Visual and Performing Arts	1 Year Required	<p align="center">f - VAPA Visual and Performing Arts</p> <p>(E) Introduction to Design (9th), Art 1 & 2, Art Design, Art & Animation, Animation Advanced, AP Studio Art, AP Art History, Computer Graphic Arts, Game Design 1 & 2, Ceramics 1, Dance 1, (A) Drama 1, (A) Drama 2, Video Production 1, Film Study Introduction, Photography 1, Photography Advanced, Guitar Beginner, Jazz Band, Symphonic Band, Orchestra (String), Wind Ensemble, AP Music Theory, Concert Choir, Concert Choir Advanced, Treble Choir</p>
g. College Preparatory Electives Any extra A - F = G	1 Year Required College Prep Course	<p align="center">g – College Preparatory Electives</p> <p>Computer Science Principles, Computer Science Essentials, AP Computer Science, Video Gaming 2, Sports Medicine (ROP), (M) Biomedical Innovations Honors, Psychology, Sociology, AP Psychology, Economics, AP Microeconomics, Nutrition and Food Science, ASB Leadership, (E) Principles of Engineering Honors (10th), (E) Civil Engineering & Architecture 11th Honors (E) Computer Integrated Manufacturing Honors; Automotive Engineering</p>

Academy Specific Electives: A=Clayton Arts / E = Engineering/ M = Medical Careers

Last Update: August 2018



GRADUATION REQUIREMENTS

From Clayton Valley Charter High School

Courses completed with a passing grade are worth 5 credits each semester (10 credits per school year)
(For college eligibility, students may need to complete additional requirements.)

Subject Requirements:

Subjects	230 Total Credits Needed
ENGLISH	40 CREDITS (4 YEARS)
MATHEMATICS	30 CREDITS (3 YEARS)
SOCIAL STUDIES	30 CREDITS (3 YEARS)
SCIENCE (PHYSICAL & LIFE)	30 CREDITS (3 YEARS) ➤ 10 LIFE ➤ 10 PHYSICAL ➤ 10 LIFE OR PHYSICAL
VISUAL & PERFORMING ARTS	10 CREDITS (1 YEAR)
LANGUAGE OTHER THAN ENGLISH	10 CREDITS (1 YEAR)
PHYSICAL EDUCATION	20 CREDITS (2 YEARS)
ELECTIVES	60 CREDITS

✓ **Must complete the Freshman Orientation Program**