

College Rep Visits at BHS – remember to sign-up on Naviance. Click *college tab* and click on the blue [view all upcoming college visits](#). A list will appear with all scheduled college rep visits. If you are interested in attending the visit, click on the left side of the school where it states, in blue, [sign up](#). The information regarding the college visit will appear. At the bottom there is a button that states Sign me up Click this button and a confirmation statement will appear in a green box:

Confirmation

You are now signed up for this visit. You may remove your name from the list at any time by clicking the Remove button below.

If you change your mind, click on Remove me from list and you will be removed from the list.

The day before the scheduled visit, Naviance will send you a reminder email. Please print this email as your pass to show your teacher. This will also be used as your admittance to get in to the *Guidance Office* to meet with the College Representative.

Please be responsible and do not sign up unless you plan on attending. If you sign up, please keep your appointment. The secretary will check you in and a list will be kept in the *Guidance Office* to record your attendance.

If you have any questions, please contact your *Guidance Counselor*