Smithtown Central School District

26 New York Avenue, Smithtown, New York 11787

The Guidance Dept. Presents:

The College Application Process

September 21, 2023

Welcome

- Naviance/Common Application – Kelly Brouthers
- Student Responsibilities – Kelly Brouthers
- Teacher Responsibilities – Dorothy Caputo
- School Counselor Responsibilities – Dorothy Caputo
- College Responsibilities – Kate Dorney
- Resources – Kate Dorney

College Application Process: Common Application

- Register for the Common Application (www.commonapp.org)

- Everyone MUST complete the following tasks to sign the **FERPA** waiver

  – Complete the **EDUCATION** section

  – Add at least one college to the **MY COLLEGES** section

FERPA Waiver

Common Application Process: Naviance Family Connection

- Matching the Common Application to Naviance Family Connection:

  – Log on to Naviance Family Connection

  – Click on the **COLLEGES** tab

  – Click on **COLLEGES I'M APPLYING TO**

  – Click **MATCH ACCOUNT**

  – It will bring you to the Common Application and you will need to log into you Common Application account

Matching the Common Application to Naviance Family Connection

Common Application Process: Family Connections

- COLLEGES I'M APPLYING TO
  - The Schools from your Common Application will automatically appear on your Family Connections screen when you <u>match</u> the Common Application to Family Connections
  - In the column APPLYING VIA COMMON APP? YES should be indicated if it is a Common Application college
  - If you are applying to a non-common application college you must add the colleges to your list

Colleges I'm Applying To

Search for colleges

✔ **Your Common App account has been matched.**
Your FERPA status is waived. You're ready to apply to colleges using Common App.

📋 Application Milestones   📊 Compare Me

✳ = extended profile available

🗑 REMOV

	College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type ⓘ	Application		
☐	Boston College	RD	Regular Decision January 1	N/A	no request	Pending	CA	Unknown ⌄	✏ EDIT	MORE ⋮
☐	University of Notre Dame	RD	Regular Decision January 1	N/A	no request	Pending	CA	Unknown ⌄	✏ EDIT	MORE ⋮
☐	✳ University of Pittsburgh-Pittsburgh Campus	ROLL	Rolling July 14	N/A	no request	Pending	CA	Unknown ⌄	✏ EDIT	MORE ⋮
☐	Rutgers University-Newark	OTHR	Other October 1	N/A	no request	Initial materials submitted	〰	Unknown ⌄	✏ EDIT	MORE ⋮
☐	✳ Stony Brook University	RD	Regular Decision December 1	N/A	no request	Pending	CA	Unknown ⌄	✏ EDIT	MORE ⋮

College Application Process: Responsibilities

- Student Responsibilities

- Teacher Responsibilities

- Counselor Responsibilities

- College Responsibilities

College Application Process: Student Responsibilities

- Transcripts are viewable on the parent portal

- Request letters of recommendation from teacher(s)

- Complete the student resume in Naviance and the Student Profile sheet (available in the Counseling Center)
- Complete the student portion of the college application
  - Student's personal information, extra-curricular activities, honors and awards, community service and required essays
  - Supplemental application(s) should be completed only if it is required by the college
- Submit student portion of application on-line with required fee
- Contact the College Board or ACT Testing Company to send official score reports

SAT/SAT Subject Tests – www.collegeboard.org or 1-866-756-7346
ACT – www.actstudent.org or 1-319-337-1313
AP Scores – 1-888-225-5428 or 1-609-771-7300

Surveys - Profile/ Graduation

Where to find the Student Profile Sheet in Naviance:
Go to: Naviance Student, click on **ABOUT ME**, Click on **SURVEYS FROM MY SCHOOL**, click on **STUDENT PROFILE SHEET. (The Graduation Survey should be done in May when you know the College you will be attending.)**

Build a Resume

Complete Resume

Resume

Add new entries to your resume by selecting a type of entry from the menu below. If you\'re not sure what information to provide, you can select an entry type and read the tips displayed. When printing your resume, you can choose which entries you want to display, so we encourage you to add as much information as possible.

➕

💼 Work Experience   Delete 🗑

✏ Edit   🗑 Remove

School Counselor
September, 2016 - Present

➕ Add new Work Experience

✋ Volunteer Service   Delete 🗑

✏ Edit   🗑 Remove

Relay For Life Participant
February, 2009 - Present

➕ Add new Volunteer Service

🔭 Extracurricular Activities   Delete 🗑

✏ Edit   🗑 Remove

Junior Class Council
September, 2018 - June, 2022
Grades 9,10,11,12

➕ Add new Extracurricular Activities

College Application Process: Student Responsibilities

- **Procedure for Requesting a Teacher Letter of Recommendation**
  - Ask teachers to write a letter of recommendation in person
  - Complete a Teacher Recommendation Questionnaire and Recommendation Request Form for each teacher (available in the Guidance office)

  - **Mail vs. Electronic Transmission?**
    - Mail:
      - Provide teachers with a stamped envelope addressed to the college for each recommendation being sent by mail
      - Attach a post-it note on each envelope indicating the deadline for each college
      - Put your full name on the inside flap of the envelope

College Application Process: Student Responsibilities

- **Mail vs. Electronic Submission**
    - Electronic Submission
        - Log onto Naviance Family Connection
        - Click on COLLEGES
        - Click on COLLEGES I'M APPLYING TO
        - Towards the bottom of the page you will see TEACHER RECOMMENDATION
        - Click on ADD REQUESTS
        - Use the scroll down menu to select your teacher
- **Submit a Transcript Processing Form to Guidance Office**
    - One form has room for 11 schools, you may use additional forms if needed.
    - Transcripts will <u>only</u> be sent to the colleges listed on the form.
        - *Please note, when you add at least one Common App school to the transcript processing form, Common App will automatically deliver documents to additional applicable colleges as students submit their Common Application
    - Forms are available in the Guidance Office and on the guidance google classroom
    - Allow 15 school days for your application to be processed once it has been submitted to Guidance

Transcript Processing Form

CEEB Code:
Smithtown East 335001
Smithtown West 335221

Smithtown Central School District
Transcript Processing Form

Please allow fifteen (15) school days for processing

Completed forms should be turned in to the Counseling Center.

Student Name: _____   Counselor: _____   Date Submitted_____
Student Email: _____

Name of College/Univ	Location: City, State	Admission Type* See Below	Application Deadline	Application Type** See Below	For Office use notes

*Admission Type: ED = Early Decision; EA= Early Action; PRI= Priority; REG= Regular, ROLL = Rolling ** Application Type: Common App, College Specific App, SUNY APP, CUNY APP (ADD CUNY #ID), Coalition

By signing below, you authorize Smithtown Central School District to release your academic records including any scores, health records, mid-year/final transcripts and additional data (if any) to applicable colleges. Please note, when you add at least one Common App school to the transcript processing form, Common App will automatically deliver documents to additional applicable colleges as you submit your applications through Common App. Students are still required to list all schools that they are applying to. Letters of recommendation are confidential and not for review by students or parents. Should your 12th grade schedule change, for any reason, it is your responsibility to notify each institution of the change.

Common Application **FERPA waiver completed** on Family Connection: ☐ Yes   ☐ No

Did you submit the **Student Profile and Resume** to the Counseling Center? ☐ Yes in Naviance   ☐ No
A letter will not be written unless it has been submitted.

Remember to ask 2 teachers for recommendation letters

Do you need the counselor to write a letter of recommendation? ☐ Yes   ☐ No

Smithtown High School does not send SAT/ACT and AP Scores
It takes 4-6 Weeks for testing Agencies to Process, Don't wait!
SAT/SAT Subject Tests –
www.collegeboard.org or 1-866-756-7346
ACT – www.actstudent.org or (319)337-1313
AP Scores call 1-888-225-5427 or (609)771-7300

_____
Student's Signature

_____
Parent/Guardian's Signature

Teacher Recommendations

Letters of recommendation

Your Requests

You can request new letters of recommendation and track the most recent status of your requests here.

Add Request

Recommendation For ▲	Deadline ▲	Recommender(s)	Status ⓘ	Cancel Request
SUNY Cortland 0 required/ 5 allowed/ 1 requested	Nov 15 2020	Kevin Madeiras Kevin Madeiras	Requested Cancelled	✗ ✗

Add Request

Teacher Letter of Recommendation Form

College Application Process: Teacher Responsibilities

- Teacher will complete the teacher evaluation form as required by the common application

- Write a letter of recommendation for the student

- Teacher will either mail the teacher evaluation form and the letter of recommendation or submit this information electronically

College Application Process: School Counselor Responsibilities

- **The school counselor will send the following items to each college when the student brings a completed TRANSCRIPT PROCESSING FORM to Guidance**
  - Official Transcript
  - Counselor Letter of Recommendation
  - Smithtown High School Profile
  - Secondary School Report

- **The school counselor will also send <u>first quarter grades</u> and <u>mid-year grades</u> to each college if/when the student requests it by completing the GRADE PROCESSING FORM**

Electronic or Paper?

College	Type	Decision			Request	Status	Method			
Boston College	RD	Regular Decision	January 1	N/A	no request	Pending	CA	Unknown ⌄	✏ EDIT	MORE ⋮
University of Notre Dame	RD	Regular Decision	January 1	N/A	no request	Pending	CA	Unknown ⌄	✏ EDIT	MORE ⋮
✦ University of Pittsburgh-Pittsburgh Campus	ROLL	Rolling	July 14	N/A	no request	Pending	CA	Unknown ⌄	✏ EDIT	MORE ⋮
Rutgers University-Newark	OTHR	Other	October 1	N/A	no request	Initial materials submitted	〰	Unknown ⌄	✏ EDIT	MORE ⋮
✦ Stony Brook University	RD	Regular Decision	December 1	N/A	no request	Pending	CA	Unknown ⌄	✏ EDIT	MORE ⋮
✦ SUNY Cortland	EA	Early Action	November 15	N/A	no request	Pending	CA	Unknown ⌄	✏ EDIT	MORE ⋮
Ohio State University-Main Campus	RD	Regular Decision	February 1	N/A	no request	Pending	CA	Unknown ⌄	✏ EDIT	MORE ⋮
✦ Towson University	PRI	Priority	December 1	N/A	no request	Pending	CA	Unknown ⌄	✏ EDIT	MORE ⋮

College Application Process: College Responsibilities

- Create a file for the student upon receiving <u>any</u> piece of the application
- Collect all pieces of the application
- **Colleges may contact you to inform you that something is missing**….**do not be alarmed**! It is best to contact the college directly to make sure your entire application has been received. Once everything is received, the file will be reviewed
- Colleges will make you aware of their decision according to their timeline

College Application Process: Types of Applications

- Common Application
    - Supplemental applications may be required
    - www.commonapp.org
- SUNY Application
    - Supplemental application may be required
    - www.suny.edu/student

- Coalition Application
    - Application being accepted by some colleges

- CUNY Application – (online application only)
    - www.cuny.edu

- Online Application for individual colleges

- Paper-Based Application for individual colleges

Naviance Welcome Screen

College Application Process: Application Deadlines/Programs

- Early Action vs. Early Decision
  - Restrictive Early Action

- Regular Admissions

- Rolling Admissions

- Honors Programs

- Special Talent (Art,Music,Theatre,Dance)

- Scholarship Opportunities (Merit,Athletic)
  – (NCAA) www.eligibilitycenter.org

College Application Process: NCAA Requirements:

COVID-19 Automatic Waiver 2023-24 Enrollment

Given the continuing impact of COVID-19 on the educational environment, the NCAA Eligibility Center has partnered with the NCAA membership to identify changes to the initial-eligibility certification process for students who initially enroll full time in a collegiate institution during the 2022-23 or 2023-24 academic year. The Eligibility Center will continue to monitor the environment and make necessary adjustments to prioritize health, safety and fairness for all prospective student-athletes.

College Application Process: Fall College Fairs

In-Person Fairs:

Western Suffolk Counselors' Association College Fair - 10/3/23 - 5:30-8:30pm at Adelphi University(1 South Ave Garden City)- Free. Visit wsca.optonline.net

Nassau Counselors' Association Fall College Expo - 10/18/23 6-9pm at the Huntington Hilton(598 Broadhollow Rd. Melville) free - nassaucounselors.org for more information

East End Counselors' Association Fall College Fair - 10/26/23 - 5-7pm at Riverhead High School (700 Harrison Ave. Riverhead)- Free. eastendcounselors.org for information

Virtual Fairs
The National Association for College Admission Counseling (NACAC)
To Sign up for Free go to nacacattend.org/fairs

Sunday 10/15/23   1-6pm
Tuesday, 11/12/23   1-6pm

College Rep Visits

- List is available on Naviance
- www.connection.naviance.com/shsw
- www.connection.naviance.com/shse

Questions???

If you still have questions after viewing this presentation,please contact your child's counselor directly.

Counselor Caseloads 2023-2024

As always, you can also contact me directly by email at the following email address.

kcolon@smithtown.k12.ny.us

THANK YOU!

We wish you the best of luck and remember:
We are here for you!