



Smithtown Central School District

26 New York Avenue, Smithtown, New York 11787

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*The Guidance Dept.  
Presents:*

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***The College Application Process***

**September 21, 2023**

# Welcome

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- 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

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- Register for the Common Application ([www.commonapp.org](http://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

The screenshot displays a web application interface with a top navigation bar containing 'Dashboard', 'My Colleges', 'Common App', 'College Search', and 'Financial Aid Resources'. A left sidebar menu includes 'My Colleges' (with a dropdown list of CUNY Queens College, Hofstra University, Marist College, Saint Joseph's University, and SUNY Binghamton University), 'College Information', 'Application', 'Questions', 'Recommendations and FERPA' (highlighted with a green checkmark), and 'Review and Submit - Common App'. The main content area is titled 'Recommendations & FERPA' and features a green checkmark next to 'FERPA Release Authorization'. Below this, there is a 'View Details' link and a paragraph stating: 'You have authorized the release of all requested records. You have also waived your right to review your recommendations and supporting documents.' A 'View Release Authorization' button is present. Further down, the 'Invite Recommenders' section includes a paragraph: 'Recommenders are people who will submit forms and information to colleges on your behalf. Check out our [video about recommenders](#).' and an 'Invite Recommenders' button.

Dashboard My Colleges Common App College Search Financial Aid Resources

**My Colleges**

- CUNY Queens College
- Hofstra University
- Marist College**
- Saint Joseph's University
- SUNY Binghamton University

College Information

Application

- Questions
- Recommendations and FERPA**
- Review and Submit - Common App

## Recommendations & FERPA

✓ FERPA Release Authorization

[View Details](#) ^

You have authorized the release of all requested records. You have also waived your right to review your recommendations and supporting documents.

[View Release Authorization](#)

### Invite Recommenders

Recommenders are people who will submit forms and information to colleges on your behalf. Check out our [video about recommenders](#).

[Invite Recommenders](#)

# Common Application Process: Naviance Family Connection

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- 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 your Common Application account

# Matching the Common Application to Naviance Family Connection

The screenshot shows the Naviance website interface. At the top, there is a dark navigation bar with the Naviance logo (BY POWERSCHOOL) on the left and navigation links for Home, Self-Discovery, Careers, and Colleges. On the right side of the navigation bar, there are icons for a heart, a plus sign, an envelope, a profile icon labeled 'MA About Me', and a 'LOG OUT' button. Below the navigation bar, the main content area has a dark header with the text 'Colleges I'm applying to' and a search icon with the text 'Search for colleges'. A prominent pink banner contains a message: 'It looks like you are not currently able to apply to Common App schools. Match your Common App account to Naviance Student account to get started.' To the right of this message is a 'Match Accounts' button. Below the banner, there are links for 'Application Milestones' and 'Compare Me'. A small note indicates that a star icon means 'extended profile available'. At the bottom, there is a section titled 'College that I'm attending:' with the text 'N/A' below it.

NAVIANCE  
BY POWERSCHOOL

Home Self-Discovery Careers Colleges

♥ + ✉ MA About Me LOG OUT

Colleges I'm applying to Search for colleges

It looks like you are not currently able to apply to Common App schools.  
Match your Common App account to Naviance Student account to get started.

Match Accounts

Application Milestones Compare Me

\* = extended profile available

College that I'm attending:  
N/A


# Common Application Process: Family Connections

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- COLLEGES I'M APPLYING TO
  - The Schools from your Common Application will automatically appear on your Family Connections screen when you match 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

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

 REMOVE

College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type 	Application
<input type="checkbox"/> Boston College	RD	Regular Decision 1 January	N/A	no request	Pending		Unknown   EDIT  MORE
<input type="checkbox"/> University of Notre Dame	RD	Regular Decision 1 January	N/A	no request	Pending		Unknown   EDIT  MORE
<input type="checkbox"/> * University of Pittsburgh-Pittsburgh Campus	ROLL	Rolling 14 July	N/A	no request	Pending		Unknown   EDIT  MORE
<input type="checkbox"/> Rutgers University-Newark	OTHR	Other 1 October	N/A	no request	Initial materials submitted		Unknown   EDIT  MORE
<input type="checkbox"/> * Stony Brook University	RD	Regular Decision 1 December	N/A	no request	Pending		Unknown   EDIT  MORE



# College Application Process: Responsibilities

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- Student Responsibilities
- Teacher Responsibilities
- Counselor Responsibilities
- College Responsibilities

# College Application Process: Student Responsibilities

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- 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](http://www.collegeboard.org) or 1-866-756-7346**

**ACT – [www.actstudent.org](http://www.actstudent.org) or 1-319-337-1313**

**AP Scores – 1-888-225-5428 or 1-609-771-7300**

# Surveys - Profile/ Graduation

The screenshot displays the NAVIANCE BY POWERSCHOOL user interface. At the top, a dark navigation bar includes the logo, navigation links (Home, Self-Discovery, Careers, Colleges, Planner), user profile (KB About Me), and notification icons. The main content area is divided into three sections:

- Quick Links:** A sidebar on the left with two categories: "INTERESTING THINGS ABOUT ME" (Resume, Game plan, Documents, Journal, Survey history) and "OFFICIAL THINGS" (Profile, Inbox, Account).
- My Surveys:** A central section with a "Filter by" dropdown set to "All progress". It features two survey cards: "Graduation Survey" and "Student Profile Sheet", both with "NOT STARTED" status buttons.
- Account and Documents:** A right-hand sidebar containing "About Me Home", "Account" (with sub-links for My Account and login info for Kate Baker at Smithtown High School West), "Documents and Notes" (Resume, Goals, Portfolio, Journal, Test Scores, Documents Shared with Me), and "Surveys" (Surveys from Your School, Game Plan Survey, Graduation Survey).

A large blue arrow points from the "Surveys" section in the right sidebar towards the "Graduation Survey" card in the "My Surveys" section.

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.)

The screenshot shows the Naviance Student interface. At the top, the Naviance logo is on the left, and navigation links for Home, Self-Discovery, Careers, Colleges, and Planner are in the center. On the right, there are icons for a heart, 12th Grade, a speech bubble, an envelope, a profile icon labeled 'KB', and an 'About Me' dropdown menu, along with a 'CLOSE DEMO' button.

On the left side, there is a 'Quick Links' section with two categories: 'INTERESTING THINGS ABOUT ME' (containing Resume, Game plan, Documents, Journal, and Survey history) and 'OFFICIAL THINGS' (containing Profile, Inbox, Account, and Test scores).

The main content area is titled 'My Surveys'. It features a 'Filter by' dropdown menu currently set to 'All progress'. Below this, there are two survey cards: 'Graduation Survey' and 'Student Profile Sheet'. Both cards have a 'NOT STARTED' button. A large blue arrow points from the right towards the 'Student Profile Sheet' card, highlighting it.

# Build a Resume

The screenshot displays the Naviance user interface for a student named Kate. The main navigation bar includes 'Home', 'Self-Discovery', 'Careers', 'Colleges', and 'Planner'. The user's profile is identified as '12th Grade'. A red arrow points to the 'Resume' option in the 'Account' dropdown menu. The main content area is titled 'Kate's Future Planning' and features a 'No Path Selected' message with a 'Select Path' button. Below this, the 'Career Goals' section lists three potential careers: Kindergarten Teachers, Marriage and Family Therapists, and Special Education Teachers. The 'Career Essentials' section is divided into 'Important Skills' (Active Listening, Social Perceptiveness) and 'Top Knowledge Sets' (English Language, Psychology). The 'Tasks from My School' section indicates no tasks are due. The 'What's New' section lists upcoming college visits from Union College, North Carolina State University, and Springfield College.

Naviance

Home Self-Discovery Careers Colleges Planner

12th Grade

Close Demo

### Kate's Future Planning

No Path Selected  
Plan for life after high school and select the path that will lead to future success.

Select Path

#### Career Goals

- Kindergarten Teachers, Except Special Education
- Marriage and Family Therapists
- Special Education Teachers, Preschool

#### Career Essentials

##### Important Skills

The most needed skills for Favored Careers

- Active Listening**  
Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Social Perceptiveness**  
Being aware of others' reactions and understanding why they react as they do.

##### Top Knowledge Sets

The most needed knowledge sets for Favored Careers

- English Language**  
Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Psychology**  
Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

#### Tasks from My School

Relax, you have no overdue or upcoming to-dos and tasks. However, you can get ahead by going to My Planner to see what's next or create a goal or to-do.

Go to My Planner

#### What's New

- Union College (NY) will be visiting your school on Wednesday, September 20th, 2023 at 8:05 am [more info](#)
- North Carolina State University at Raleigh will be visiting your school on Wednesday, September 20th, 2023 at 8:50 am [more info](#)
- Springfield College will be visiting your school on Wednesday, September 20th, 2023

<https://student.naviance.com/about-me/resume/build>

# Complete Resume

## Resume

[Add/Update Sections](#)

[Print/Export 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

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- **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

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- **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 only 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

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent/Guardian's Signature

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](http://www.collegeboard.org) or 1-866-756-7346  
ACT – [www.actstudent.org](http://www.actstudent.org) or (319)337-1313  
AP Scores call 1-888-225-5427 or (609)771-7300

# 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	X X

Add Request

# Teacher Letter of Recommendation Form

Teacher Rec Req [Read-Only] - Microsoft Word

File Home Insert Page Layout References Mailings Review View Add-Ins

Clipboard Font Paragraph Styles Editing

Times New Rom 14 A A Aa

AaBbCcI AaBbCcI AaBbCcI AaBbCc AaB AaBbCc

1 Normal 1 No Spaci... Heading 1 Heading 2 Title Subtitle Change Styles Find Replace Select Editing

**SMITHTOWN HIGH SCHOOL  
COUNSELING CENTER  
RECOMMENDATION LETTER REQUEST**

STUDENT NAME \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

TEACHER'S NAME/SUBJECT \_\_\_\_\_

I am requesting that the above teacher write a confidential recommendation for me.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

Dear Colleague:

The student who has given you this form has chosen you to write a college/scholarship recommendation. Please observe the following guidelines for processing your recommendation.

1. Please put the student's date of birth next to their name on recommendation letter.
2. DO NOT ACCEPT ANY FORMS WITHOUT THE STUDENT'S SIGNATURE
3. A. You can submit your recommendation letter to the office (if you have that capability).

Page: 1 of 3 Words: 371 100%

# College Application Process: Teacher Responsibilities

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- 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**

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- **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 first quarter grades and mid-year grades to each college if/when the student requests it by completing the GRADE PROCESSING FORM**

# Electronic or Paper?

Boston College	RD	Regular Decision	January 1	N/A	no request	Pending		Unknown ▼	 EDIT	MORE 
University of Notre Dame	RD	Regular Decision	January 1	N/A	no request	Pending		Unknown ▼	 EDIT	MORE 
* University of Pittsburgh-Pittsburgh Campus	ROLL	Rolling	July 14	N/A	no request	Pending		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		Unknown ▼	 EDIT	MORE 
* SUNY Cortland	EA	Early Action	November 15	N/A	no request	Pending		Unknown ▼	 EDIT	MORE 
Ohio State University-Main Campus	RD	Regular Decision	February 1	N/A	no request	Pending		Unknown ▼	 EDIT	MORE 
* Towson University	PRI	Priority	December 1	N/A	no request	Pending		Unknown ▼	 EDIT	MORE 

# College Application Process: College Responsibilities

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- Create a file for the student upon receiving any 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

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- Common Application
  - Supplemental applications may be required
  - [www.commonapp.org](http://www.commonapp.org)
- SUNY Application
  - Supplemental application may be required
  - [www.suny.edu/student](http://www.suny.edu/student)
- Coalition Application
  - Application being accepted by some colleges
- CUNY Application – (online application only)
  - [www.cuny.edu](http://www.cuny.edu)
- Online Application for individual colleges
- Paper-Based Application for individual colleges



# Naviance Welcome Screen

## Kate's Future Planning



No Path Selected

Plan for life after high school and select the path that will lead to future success.

Select Path

## Career Goals



Kindergarten Teachers, Except Special Education



Marriage and Family Therapists



Special Education Teachers, Preschool

## Career Essentials

### Important Skills

The most needed skills for Favorited Careers



#### Active Listening

Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.



#### Social Perceptiveness

Being aware of others' reactions and understanding why they react as they do.

### Top Knowledge Sets

The most needed knowledge sets for Favorited Careers



#### English Language

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.



#### Psychology

Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

## Welcome to Naviance

### Welcome to Naviance

We are pleased to offer you this innovative and exciting tool to help you with your career and college search. This database will be a powerful tool to help you navigate the college process. With Naviance, you will be able to search for colleges that match your interests, keep track of important deadlines, view Smithtown High School West's application history, and learn about upcoming college visits, contact admission offices, and more.

### Attention Juniors:

[Read More](#)

[Additional Information from Your School](#)

## Tasks from My School

Relax, you have no overdue or upcoming to-dos and tasks. However, you can get ahead by going to My Planner to see what's next or create a goal or to-do.

[Go to My Planner](#)

## What's New



Union College (NY) will be visiting your school on Wednesday, September 20th, 2023 at 8:05 am [more info](#)



North Carolina State University at Raleigh will be visiting your school on Wednesday, September 20th, 2023 at 8:50 am [more info](#)



Springfield College will be visiting your school on Wednesday, September 20th, 2023



# College Application Process: Application Deadlines/Programs

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- 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](http://www.eligibilitycenter.org)

# College Application Process: NCAA Requirements:

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## 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

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## 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](http://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](http://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](http://eastendcounselors.org) for information**

## Virtual Fairs

**The National Association for College Admission Counseling (NACAC)  
To Sign up for Free go to [nacacattend.org/fairs](http://nacacattend.org/fairs)**

**Sunday 10/15/23      1-6pm**

**Tuesday, 11/12/23      1-6pm**

# College Rep Visits

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- List is available on Naviance
- [www.connection.naviance.com/shsw](http://www.connection.naviance.com/shsw)
- [www.connection.naviance.com/shse](http://www.connection.naviance.com/shse)

# Questions???

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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](mailto:kcolon@smithtown.k12.ny.us)

# THANK YOU!

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