



Smithtown Central School District

26 New York Avenue, Smithtown, New York 11787

*The Guidance Dept.
Presents:*

The College Application Process

September 19, 2024

Welcome

- Naviance/Common Application – Kelly Brouthers
- Student Responsibilities – Dorothy Caputo
- 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

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 checkmark), and 'Review and Submit - Common App'. The main content area is titled 'Recommendations & FERPA' and features a '✓ FERPA Release Authorization' section with a 'View Details' link and a paragraph stating that all requested records have been authorized for release. Below this is a 'View Release Authorization' button. The 'Invite Recommenders' section explains that recommenders submit forms on behalf of the user and includes a 'video about recommenders' link 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

- 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

- 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

- 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

Demo's Future Planning



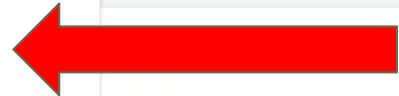
No Path Selected
Plan for life after high school and select the path that will lead to future success.

Select Path

- About me home
- Documents and notes
- Document resources
- Resume
- Goals
- Portfolio
- Journal
- Test scores
- Documents shared with me

Surveys

- Surveys from your school
- Game plan survey
- Graduation survey



College Information - for Juniors and Seniors

Naviance offers you this innovative and exciting tool to help you with your college search. This database will be a powerful tool to help you navigate the college search process. With Naviance, you will be able to search for colleges that match your interests, view important deadlines, view Smithtown High School East's application process, and more.

Seniors:

Read More

Additional Information from Your School

Career Essentials

Important Skills



Explore and favorite careers to discover the skills you'll need to succeed.

Explore and Favorite Careers

Top Knowledge Sets



Explore and favorite careers to discover the knowledge areas you'll need to succeed.

Explore and Favorite Careers

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

- Springfield College will be visiting your school on Monday, September 23rd, 2024 at 8:50 am [more info](#)
- The City University of New York - CUNY will be visiting your school on Monday, September 23rd, 2024 at 9:37 am [more info](#)
- High Point University will be visiting your school on Monday, September 23rd, 2024 at 10:00 am [more info](#)

Level of Education

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 user interface. At the top, the navigation bar includes 'Home', 'Self-Discovery', 'Careers', 'Colleges', 'Planner', and 'About me'. The 'About me' tab is selected. On the left, a 'Quick Links' sidebar lists categories: 'INTERESTING THINGS ABOUT ME' (Resume, Game plan, Documents, Journal, Survey history), 'OFFICIAL THINGS' (Profile, Inbox, Account, Test scores), and 'SURVEYS'. The main content area is titled 'My Surveys' and shows a 'Filter by' dropdown set to 'All progress'. Below this, two survey cards are visible. The first card is titled '(Student Profile) SCD Brag Sheet' and has a 'NOT STARTED' status. A large red arrow points to this card. The second card is partially visible and also has a 'NOT STARTED' status.

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 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/University	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

Remember to ask 2 teachers for letters of recommendation

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.

Did you complete the Common Application FERPA waiver on your Common Application? Yes No

Do any of the colleges you are applying to require a Counselor letter of recommendation? Yes No
 If yes, please see below.

Did you complete the Student Profile (Surveys from Your School) and Resume located in Naviance? (click on your initials to access)
 Yes No *A letter will not be written unless both have been completed and saved in Naviance.

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	X X

Add Request

Teacher Letter of Recommendation Form

SMITHTOWN HIGH SCHOOL
COUNSELING CENTER
RECOMMENDATION LETTER REQUEST

STUDENT'S NAME

TEACHER'S NAME/SUBJECT

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

Student's Signature

Date

Teacher's Signature

Date

DO NOT ACCEPT ANY FORMS WITHOUT THE STUDENT'S SIGNATURE

TEACHERS:

The student who has given you this form has chosen you to write a college/scholarship recommendation. Please submit this recommendation on Naviance if the college/university accepts electronic submissions.

*If a college does not accept applications/letters electronically, the student must provide you with an addressed, stamped envelope for each school he/she would like your recommendation sent. You will mail your letter directly.

STUDENTS: Log into Naviance under Family Connection and click on Colleges.

Select Letters of Recommendation under the Apply to Colleges tab.

Click on the Add Request button then select the teacher you are inviting.

Select All Colleges or specific colleges you would like their letter to be sent to.

Include a personal note then click Submit Request.

COLLEGE/UNIVERSITY

DEADLINE DATE

















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 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

- 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

- 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

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

- 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

SUNY's FREE Application Weeks 2024

October 21st - November 3rd

Apply during this time period and there
is no application fee, for up to
5 SUNY schools.

College Application Process: NCAA Requirements:

When applying to college as a student athlete, you'll need to meet NCAA eligibility requirements and register with the NCAA Eligibility Center: <https://web3.ncaa.org/ecwr3/>

Here are some things to consider:

Eligibility requirements:

To be eligible for NCAA Division I or II schools, you'll need to meet academic standards like required courses, GPA cut-offs, and SAT/ACT score minimums.

Registration:

Register with the NCAA Eligibility Center and create a Certification Account if you're being recruited or plan to compete at the NCAA Division I or II level.

College Application Process: Fall College Fairs

In-Person Fairs:

Western Suffolk Counselors' Association College Fair - 10/15/24 - 6:00-8:00pm at Hauppauge High School- Free. Visit wsca.optonline.net

Nassau Counselors' Association Fall College Expo - 10/1/24 6-9pm at Adelphi University Center for Recreation and Sports Gym free - nassaucounselors.org for more information

East End Counselors' Association Fall College Fair - 10/16/24 - 5-7pm at Riverhead High School (700 Harrison Ave. Riverhead)- Free. eastendcounselors.org for information

The National Association for College Admission Counseling (NACAC)

To Sign up for Free go to nacacattend.org/fairs

Virtual Fair: Sunday 11/3/24 1-6pm

College Rep Visits

- List is available on Naviance
- [Naviance](#)

Questions???

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

[Counselor Caseloads 2024-2025](#)

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!