### **Smithtown Central School District**

26 New York Avenue, Smithtown, New York 11787

# The Guidance Dept. Presents:

## The College Application Process

**September 21, 2023** 

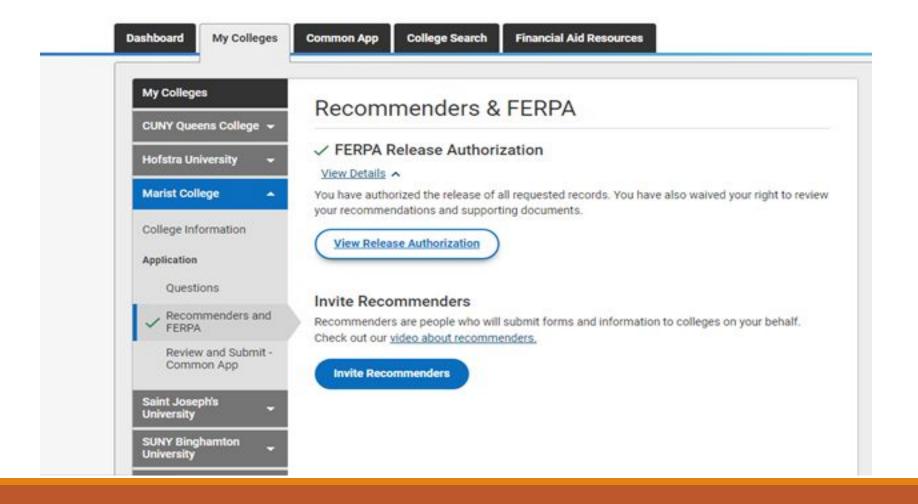
### Welcome

- 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

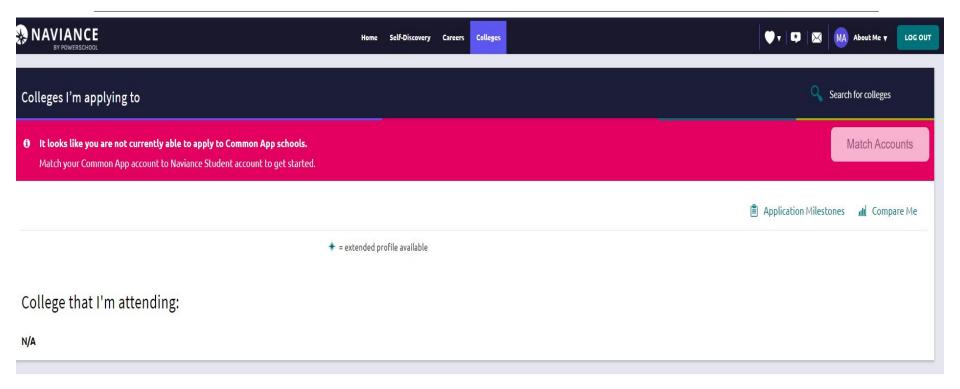
### **FERPA Waiver**



# 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

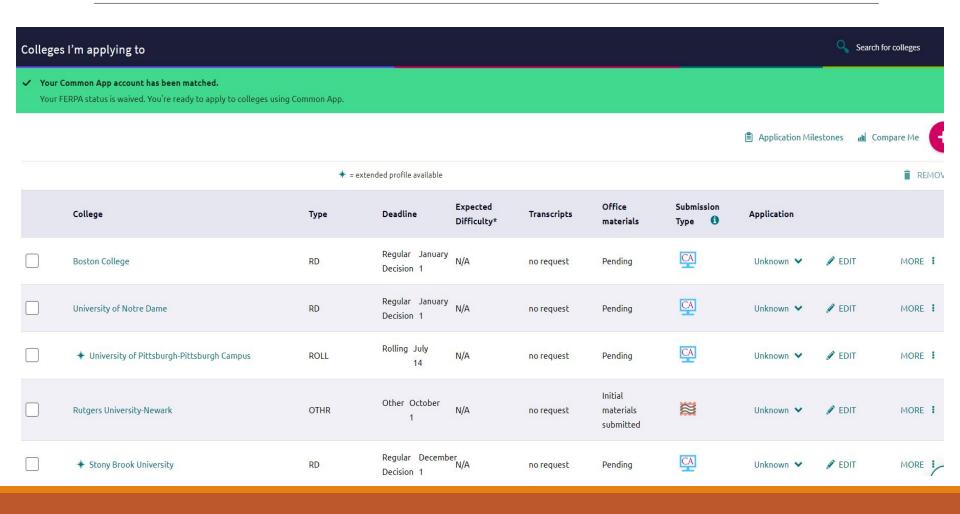


# **Common Application Process: Family Connections**

### 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



# College Application Process: Responsibilities

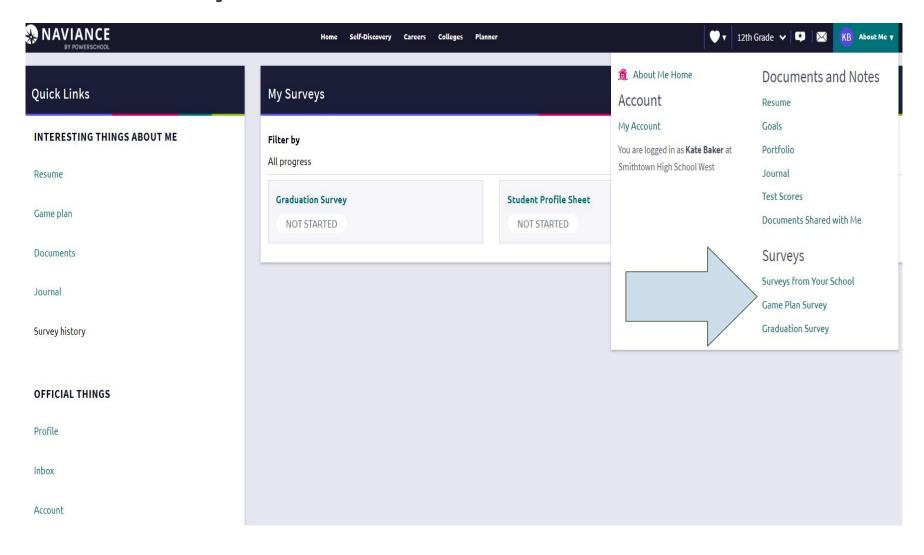
- Student Responsibilities
- Teacher Responsibilities
- Counselor Responsibilities
- College Responsibilities

## College Application Process: Student Responsibilities

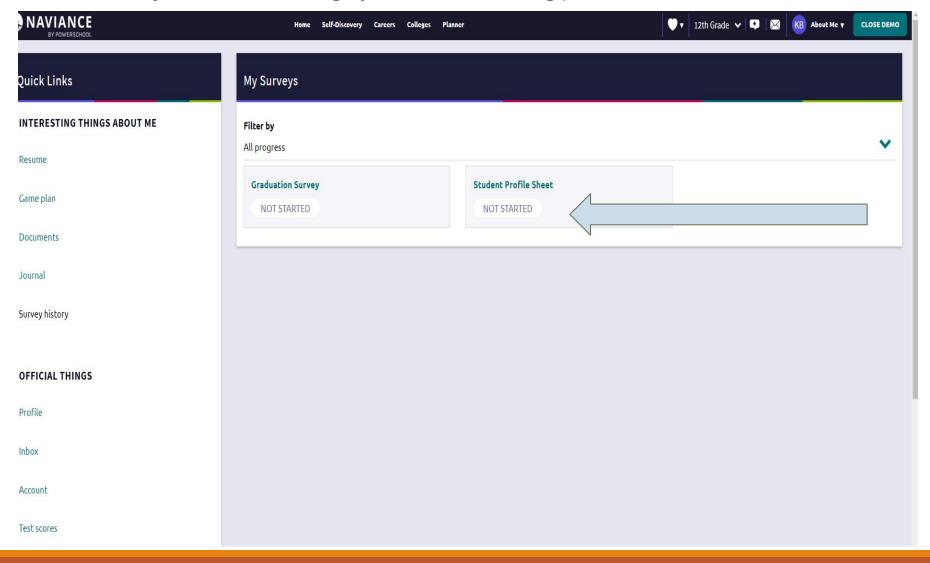
- Transcripts are viewable on the parent portal
- Request letters of recommendation from teacher(s)
- Complete the student resume in Naviance and the Student Profile sheet (available in the Counseling Center)
- Complete the student portion of the college application
  - Student's personal information, 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 – <u>www.collegeboard.org</u> or 1-866-756-7346 ACT – <u>www.actstudent.org</u> or 1-319-337-1313 AP Scores – 1-888-225-5428 or 1-609-771-7300

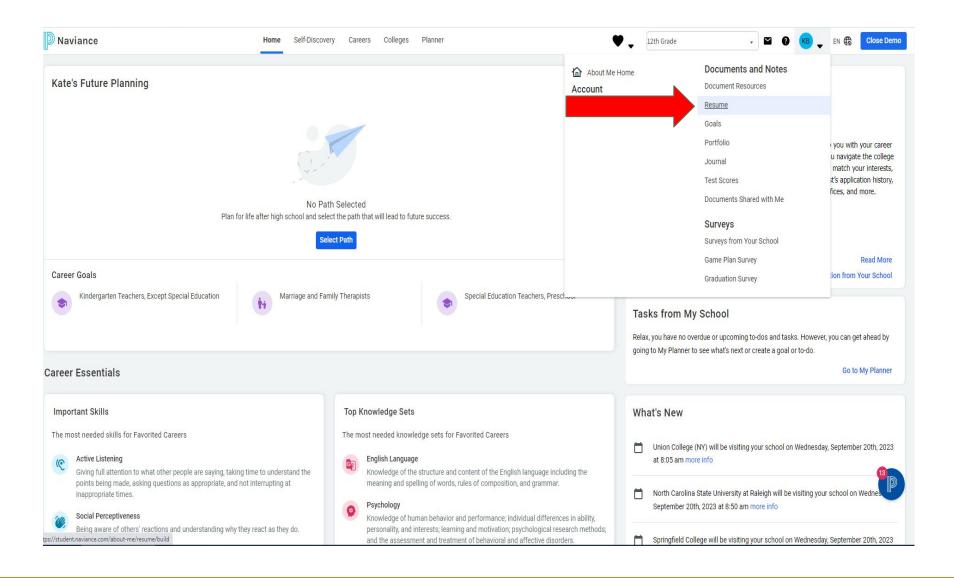
## Surveys - Profile/ Graduation



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



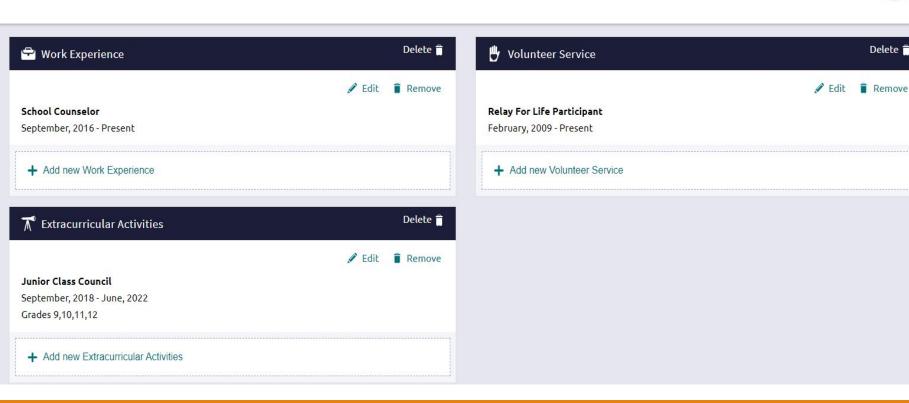
## Complete Resume

#### Resume

Add/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.





# 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 Central School District

Smithtown East 335001 Smithtown West 335221	Transcript Pr		se allow fifteen (15) school days for processing			
Completed forms should be turn	ed in to the Counseling Center.		<u></u>		8	
Student Name:	Counselor:			Date Submit	ted	
Student Email:						
Name of College/Univ	Location: City, State	Admission Applicat Type* See Below Deadlin		Application Type** See Below	For Office use notes	
App, SUNY APP, CUNY  By signing below, you authorize Smith  any) to applicable colleges. Please note  applicable colleges as you submit your	arly Decision; EA= Early Action; PRI= Priority; REAPP (ADD CUNY #ID), Coalition  town Central School District to release your academic re, when you add at least one Common App school to the applications through Common App. Students are still rents. Should your 12th grade schedule change, for any real	ecords including any s transcript processing quired to list all school	scores, health record form, Common App ols that they are app	ls, mid-year/final transcri will automatically deliver lying to. Letters of recom h institution of the chang	ipts and additional data (if r documents to additional mendation are confidential e.	
Common Application FERPA waiv  Did you submit the Student Profile  Remember to ask 2 teachers for recommendation letters	SAT/AC  It takes 4-6 Agencies to SAT/SA' www.collegebe	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				
Student's Signature	_	Parent/Guardia	an's Signature	AP Scores ca	nll 1-888-225-5427 or 9)771-7300	

### **Teacher Recommendations**

#### Letters of recommendation

#### Your Requests

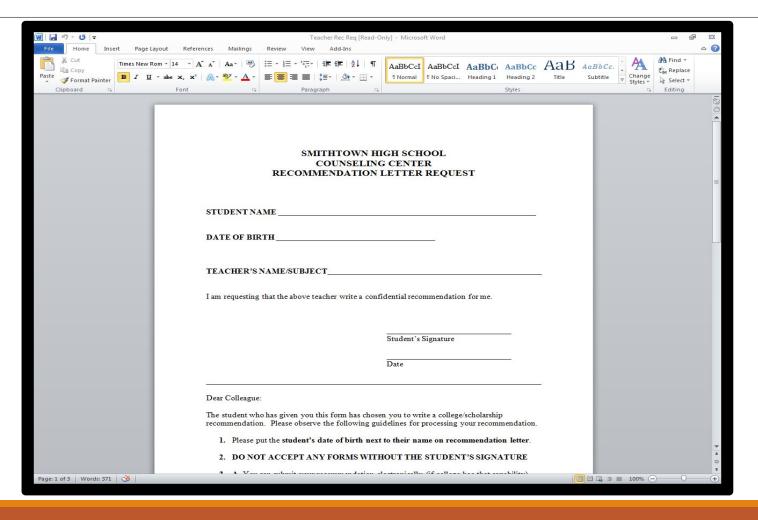
You can request new letters of recommendation and track the most recent status of your requests here.

Add Request

Recommendation For *	Deadline *	Recommender(s)	Status 🕕	Cancel Request	
SUNY Cortland	Nov. 45 2020	Kevin Madeiras	Requested	×	
0 required/ 5 allowed/ 1 requested	Nov 15 2020	Kevin Madeiras	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?**

Boston College	RD	Regular January Decision 1	no request	Pending	CA	Unknown 🗸		MORE :
University of Notre Dame	RD	Regular January Decision 1	no request	Pending	CA	Unknown 🗸	<b>∂</b> EDIT	MORE !
★ University of Pittsburgh-Pittsburgh Campus	ROLL	Rolling July N/A	no request	Pending	CA	Unknown 🗸		MORE :
Rutgers University-Newark	OTHR	Other October N/A	no request	Initial materials submitted		Unknown 🗸	<b>₽</b> EDIT	MORE !
* Stony Brook University	RD	Regular December N/A Decision 1	no request	Pending	CA	Unknown 🗸		MORE :
<b>★</b> SUNY Cortland	EA	Early November Action 15	no request	Pending	CA	Unknown 🗸		MORE :
Ohio State University-Main Campus	RD	Regular February Decision 1	no request	Pending	CA	Unknown 🗸	<b>∂</b> EDIT	MORE :
* Towson University	PRI	Priority December N/A	no request	Pending	<u> </u>	Unknown 🗸		MORE !

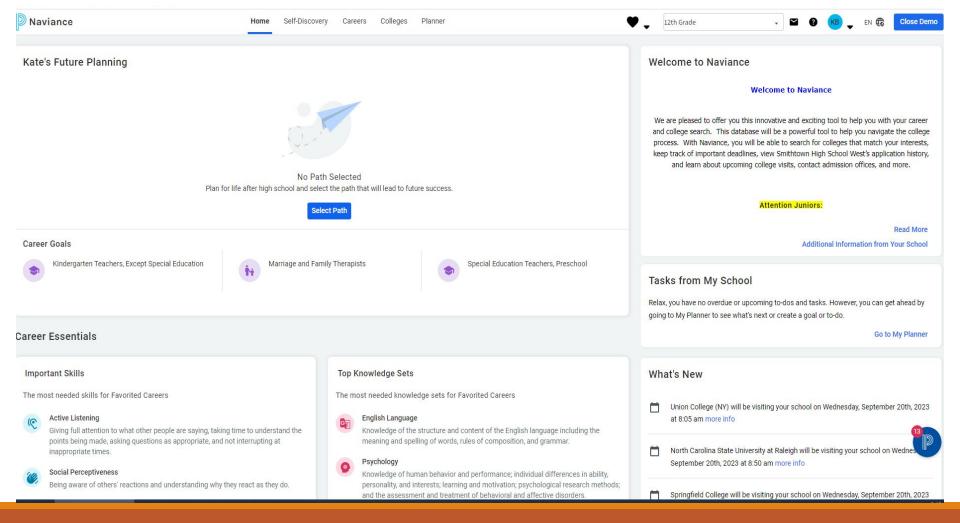
# College Application Process: College Responsibilities

- 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!