

Valley Stream Central High School District



**SENIOR HIGH COLLEGE
APPLICATION PROCESS**

September 26, 2011

SEPTEMBER/OCTOBER

- Be sure you have all the courses, credits and exams you need for graduation
- Sign up with your counselor to retake any regents exams, only given in June 2012, needed for graduation or an advanced regents diploma
- Finalize your college choices and inform your counselor. If you are still unsure, see your counselor immediately to discuss. Utilize Naviance or Guidance Direct (you will need the email and password you created with your counselor in 11th grade) to perform a final college search and make sure your list includes safe, target and reach schools. You must list these schools in Naviance (we will discuss later in the presentation). Always have a safe school for financial reasons as well. This may be a local school, a State University (SUNY) school, a City University (CUNY) school or a community college. VISIT if you have not done so as yet
- Register for the Common Application at: www.commonapp.org and save your user name and password. You will need to input your Common Application user name and password into the Naviance System.
- Register for the SAT Reasoning Test, SAT Subject Tests and/or ACT tests. Be sure to send the Score Reports directly from College Board or ACT to each college that you are applying to.
- Input the colleges you're thinking about into Naviance. This will allow you to request on-line your letters of recommendation from your teachers.

SEPTEMBER/OCTOBER (cont'd) SAT Registration

<u>Location</u>	<u>Test Date</u>	<u>Registration Deadline</u>	<u>Late Registration</u> (Fee Applies)
C & N	October 1	September 9	September 21
N & S	November 5	October 7	October 21
North	December 3	November 8	November 20

*You can register for either test directly on the internet
at the College Board website at
www.collegeboard.com.*

**PLEASE NOTE: students with special testing
accommodations should see their guidance counselor to
ensure proper registration procedures.**

SEPTEMBER/OCTOBER (cont'd.) SAT Score Choice

Score Choice is a score-reporting feature that gives students the option to choose the SAT scores by test date and SAT Subject Test scores by individual test that they send to colleges, in accordance with each college's score-use practice. This allows students to pick and choose which test scores to send. Score choice is optional and the student must select to use it otherwise all test scores will be sent automatically. Please note – whole test scores (by date taken) are the only scores released, students CANNOT choose to just to release the Critical Reading or the Math or the Writing score individually!!! Remember – whatever scores you want the college to see must be sent from the Collegeboard directly.

SEPTEMBER/OCTOBER (cont'd) ACT Test

**Not administered in Valley Stream - October 22 -
Registration deadline is September 16**

(Check registration booklet for nearest exam center)

North – December 10

Registration deadline is November 4

***Registration can be done online at
www.actstudent.org. Students with
disabilities should see their guidance
counselor to ensure proper registration
procedures.***

SEPTEMBER/OCTOBER (cont'd)

- File NCAA Athletic form if you plan to play college sports (www.ncaaclearinghouse.net)
- If any of the colleges you are applying to require the CSS Profile Financial Aid Form, register online following the links to paying for college on www.collegeboard.com
- Prepare college applications – if you decide to apply early, all applications must be in guidance by October 7th. Applications for SUNY (State University of New York) and CUNY (City University of New York) are due November 1st. Applications for colleges with rolling admissions should be in guidance as early as possible. All other applications are due to guidance by Thanksgiving
- Utilize Naviance to request letters of recommendation from teachers and school coaches, counselors. Ask employers and others who know you well in person.

Requesting Teacher Letters of Recommendation on Naviance

- **Go to Family Connections:**
 - **Central - <http://connection.naviance.com/vschs>**
 - **North - <http://connection.naviance.com/vsnhs>**
 - **South - <http://connection.naviance.com/vsshs>**
- **Go to the tab marked ‘colleges’**
- **Click on ‘colleges I’m applying to’ but you will not have the ability to list colleges here – the guidance department will do that when you complete the Transcript Request Form. This will just give you the opportunity to have access to ‘Teacher Recommendations’**
- **Under ‘Teacher Recommendations’ – click on add/cancel requests**

Requesting Teacher Letters of Recommendation on Naviance - Continued

- **Click on the drop down menu to select the teacher you want to complete your letter of recommendation. Input a personal note in the box using this or a similar message:**
 - **Dear _____, Would you be able to write a letter of recommendation for me. I need it for _____ (specific college or list of colleges or just in general). You were my teacher for _____ (class/average you had in that class/the grade you had this teacher). I have participated in the following activities (list both in school and out of school activities, volunteer work or employment). I am thinking of majoring in _____ (if you know). I need this by _____.** Thank you.
 - **Do the same for each teacher you need a Letter from**
 - **Click on Update Requests.**

APPLYING TO COLLEGES

Your application is a crucial document in the admissions process. It demonstrates the quality of your writing and thinking and tells the college how you have spent your time. A thoughtfully prepared application is important, while a poorly prepared application can be detrimental.

There's no surefire formula that will guarantee a good application, but you can help yourself by keeping the following in mind. Read through all the information received before completing any part of the application. Utilize the Common Application as much as possible. After completing the application- **DO NOT HIT SUBMIT** – have your counselor review the application first. **Be aware of application deadlines.** You will increase your chances of producing a strong application if you allow yourself plenty of time. Do a rough draft of the application. Revise as necessary. Make sure you have your English teacher review your essay(s). Complete and submit all forms to your counselor.

You may apply to as many colleges as you wish, but *usually it is not necessary to submit more than eight or ten applications* (remember too that colleges charge an application fee). Your final list of colleges typically includes two colleges which are “reaches,” two which are “targets” or where you have a better than even chance, and two which are “safeties” or where admission is reasonably certain. Make sure that every college that is on your list is one you would be happy to attend. **IMPORTANT:** One of the “safe” schools should be financially affordable for your family as well. Save a copy of everything you submit. Complete all supplements! Remember, the application is your opportunity to make a statement to an admissions committee; do not lose this opportunity.

Your completed downloaded application must be reviewed by your counselor before you submit it. Remember, the Guidance Office needs **at least three weeks** in advance of the college deadline in order for the Guidance Office to electronically submit your transcripts and other forms to the college. We have established a deadline of November 1 for submission of SUNY and CUNY Applications as it will provide the best opportunity for admissions. You **MUST** submit a College Application Transcript Request form listing EVERY college you are applying to.

NOTE EARLY ADMISSIONS DEADLINES IF THEY APPLY TO YOU.

Michelle Lyons

SEPTEMBER/OCTOBER (cont'd)

- Visit with college representatives that are scheduled to be at your school. Listen for announcements, read the welcome message on Naviance and check your emails for dates and times – make sure to get a pass from the guidance office beforehand
- Stay informed of scholarship applications and deadlines – you can view these on the Valley Stream Website www.vschs.org and on the welcome page to Naviance Family Connections
- Review your high school transcript with your counselor

SEPTEMBER/OCTOBER (cont'd)

- ❑ In English 4 and AP English Literature, seniors will have an opportunity to write and have edited their college essays. See your English teacher if you have any questions.
- ❑ Attend college fairs/open houses
 - ❑ Thursday, November 3 – 7PM – 9PM – Central High School Gym – Valley Stream Central High School District Fair
 - ❑ Sunday, September 25– 5PM – 9PM– SUNY Old Westbury – *Nassau Counselors Association*
 - ❑ Sunday, October 2 — 11AM – 4 PM - Nassau Coliseum – *National Association of College Admissions Counselors*

NOVEMBER

- SUNY and CUNY applications are due November 1
- ALL other applications are due to your guidance counselor by Thanksgiving
- Attend the College Fair at Central High School on Thursday November 3 from 7 – 9 p.m. for a chance to talk to the college representatives of the colleges you are interested in attending. Attend as well either the Nassau Counselors Association College Fair at SUNY Old Westbury on Sunday 9/25 from 5 – 9 or the National College Fair sponsored by the National Association of College Admissions Counselors on Sunday 10/2 from 11 - 4
- Talk with college friends who are home for Thanksgiving
- Take and send SAT Reasoning Test or SAT Subject Tests and/or ACT results directly to colleges
- Continue to check for scholarship information
- Check status of Letters of Recommendation
- On Site Admissions will be held for five local colleges – Adelphi, C.W. Post, Hofstra, Molloy and St. John's
- Update your Naviance List

DECEMBER / JANUARY

- Begin to review the FAFSA form on-line (www.fafsa.ed.gov)
- Register for FAFSA PIN # prior to applying
- Attend Financial Aid Meeting – Wednesday, January 4th at 7:00PM at CHS
- Submit FAFSA after January 1. This is important – if you submit prior to January 1 it may not be accepted!
- AVOID SENIOR SLUMP***

DECEMBER/JANUARY (cont'd)

- Are all your applications submitted?
- Did you submit a College Application Transcript Request Form listing all the colleges you are applying to? (see form)
- Continue to check for scholarships
- Check with guidance counselor that you have met all graduation requirements

FEBRUARY/MARCH

- File all appropriate forms as soon as possible
- Any application still not submitted should be completed as soon as possible if the deadline allows.
- Notify your counselor of all college acceptances, rejections, and wait listed status
- Continue to check for scholarships

APRIL/MAY

- In English 4 and College Math students will be receiving preparation for the ACCUPLACER exam. The ACCUPLACER is a placement test for Nassau Community College (NCC) and many other colleges. **STUDY** by going to websites that specialize in preparation for this test.
- Students who are attending Nassau will have an opportunity to go on a field trip with their school to NCC and take their placement test that morning. Your counselor will see you about this trip.
- Make final decisions about colleges – submit necessary deposits, including dorm deposit
- Meet all college deadlines to insure your place in the college of your choice
- Take AP exams- Students participating in advanced placement courses are required to take the Advanced Placement Exam(s) in order to receive the AP designation on their transcript and to receive the course weighting accruing to AP Courses
- Report your final college choice to your counselor
- Report all scholarships, grants, and awards to your counselor

JUNE

- Meet all graduation requirements
- Speak with your counselor if you have been Wait Listed or provided a Unique Admissions to help decide what works best for you
- Final transcripts will be sent to colleges. Do not risk jeopardizing your admissions with a 'lackluster second semester'



New Electronic Transcript Submission Process

1. Create a user name and password for the Common Application (www.commonapp.org) even if you have not using the Common Application as your application.
2. Make sure you have the Naviance- Family Connection user name and password that you created last year – if you don't - see your counselor (see slides 24 -26 for your school's web access to Naviance)
3. Sign into Family Connection and go to the College Tab
4. If you haven't done so, click on *Colleges I am Thinking About* and create your list of colleges
5. You will be asked to sign a 'FERPA (Privacy Notice)' form which is where you will list the Common Application user name and password
6. This will enable the college to match your application with our transcript and secondary school forms
7. Complete the College Application Transcript Request form listing all colleges you are applying to and providing all information requested

APPLYING ON-LINE and Electronic Submission of School Forms

- Applying on-line has become the most popular way to submit applications. The Valley Stream Central High School District is sending all necessary documents to college electronically including transcripts, secondary school reports and teacher letters of recommendation. To be successful however, you must avoid certain pitfalls:
 1. If you hit the submit button before your counselor reviews the application you will not have the opportunity to have your counselor help you check for accuracy, spelling and to read your essays – so ***Print Everything before hitting the SEND button.***
 2. You are responsible for telling your school to submit all ***supplemental forms***. These include the secondary school report and the mid-year report. This is accomplished by completing the College Application Transcript Request form listing all colleges, deadlines and the way you are submitting – e.g. via the Common Application, CUNY online, etc. Requesting teacher recommendations must be done on Naviance as previously reviewed.
 3. **If you do not inform your school that you have applied on-line, the high school forms will NOT be sent, delaying the decision. Students have missed application deadlines and thus were rejected when this happened.** No application is complete until the submission of ALL forms to the college. Many, if not most, colleges will not review an application until the EVERYTHING is received. Please note: It takes approximately 2 to 6 weeks for documents to be processed by the college – therefore do not get nervous if the college states that your application is not complete until after a month!!!!
 4. Fees can either be paid by credit card online or a check sent, however you are responsible for making sure this is done.

APPLYING TO COLLEGES ONLINE

- The student goes on-line to the the Common Application website (www.commonapp.org), the CUNY online application website (www.CUNY.edu) for the on-line application or a specific college website (generally the website address is the name of the college followed by .edu)
- The student reads the instructions for each question and answers them appropriately. The student writes the essay in Word to utilize spell check, grammar check and word count. Once corrected and finished, the student uploads his/her essay. The student checks if there is a supplemental application and completes that as well.
- The student completes the FERPA statement online through Family Connection on Naviance (Please follow the web address according to you school on slides 26 - 28) going to the College tab – and then clicking on - Colleges I'm Applying To
 - The student completes the College Application Transcript Request Rorm listing all colleges, deadlines and the application you are using – e.g. Common Application, CUNY online, etc.
- The student saves the application and the supplemental application(if required) and prints out a copy for proofreading and for his/her counselor to review.
- The student completes the Request for Teacher Letters of Recommendation on Naviance following directions on slides 7 and 8.

APPLYING TO COLLEGES ONLINE Continued

- **Tips for user IDs, email addresses and passwords.
Important - Please note this somewhere!!!!**
 - **Use the same for EVERY application, for the SAT and ACT and share this information with your counselor**
 - **Use appropriate sounding user ID and email address –
i.e. jane.doe@gmail.com**
 - **When uploading files such as essays– make sure they are named appropriately as well i.e. Common Essay 1**

Common Application

- Accepted by 460 colleges and universities – NOT CUNY. Has most of the SUNY schools but not the community colleges.
- Must register and create a user name and password on the Common Application web site even if you are not using the Common Application.
- Need to only complete one application. Once completed the application is mailed electronically to any member college you want to apply to.
- Different member colleges require supplemental materials. These supplemental materials may include additional essays or information. These are detailed on the website.
- Website: www.commonapp.org

SUNY Online

- Use the Common Application for SUNY schools that are on the Common Application
- If the SUNY school is not on the Common Application: Go to <http://www.suny.edu> and click on future students
- After Reading – ‘*Get Started and Learn More About*’ click on SUNY Apply
- Create a log in that you write down and remember
- Begin completing preliminary questions
- Make sure to select the State University Campus you wish to apply to, adding another campus choice if necessary
- Decide if you want to apply Early Action or Early Decision to any of the colleges/universities
- Review the Joint Admissions Programs to see if any are ‘right’ for you
- Make sure to complete supplemental applications for the individual colleges/universities
- Save and print for your counselor review as discussed earlier
- After completing check the error summary to find incomplete questions

CUNY Online

- Go to www.cuny.edu click on Admissions
- Click on Undergraduate
- After reading 'Have you prepared for your application, click on 'Apply Now'
- Click on Undergraduate Applicant
- Fill Out an Admission Application
- Register for their portal

On-Site Admissions cont.

Colleges that provide on-site admissions are:

Adelphi - @ Central – 11/17, North – 11/22, South – 11/21

Hofstra – TBA @- Central, North, South

Molloy - @ -Central – 11/3, North – 11/9, South – 11/10

Post - @- Central – 11/14, North – 11/16, South – 11/15

St. John's - @ Central – 11/30 , North – 11/29, South – 12/1

Information Necessary for Applications

- Central High School: 135 Fletcher Avenue, Valley Stream, NY 11580 – guidance fax # - 516-561-4479 CEEB Code: 335710**
- Counselors:**
 - Kathleen Hardy– 516-561-4427, Hardyk@vschsd.org**
 - Tina Kosel – 516-561-4428, Koselt@vschsd.org**
 - Ronald Rini – 516-561-4429, Rinir@vschsd.org**
 - Amy La Personerie – 516-561-4426, Lapersoa@vschsd.org**
- Web Addresses: Naviance <http://connection.naviance.com/vschs> ; Common Application - www.commonapp.org ; Valley Stream Central High School District website – www.vschsd.org**
- All VS email addresses are the first seven letters of the teachers' last name and their first initial followed by @vschsd.org**
- MUST complete the College Application Transcript Request form and list all colleges you are applying to and hand it to your counselor**

Information Necessary for Applications

- ❑ North High School: 750 Herman Avenue, Franklin Square, NY 11010 – guidance fax # - 516-705-0033 CEEB Code: 331986
- ❑ Counselors:
 - ❑ Joshua Brodsky – 516-564-5525, Brodskyj@vschsd.org
 - ❑ Jamie Carbone– 516-564-5529, Carbonej@vschsd.org
 - ❑ Nicole Maier– 516-564-5526, Maiern@vschsd.org
- ❑ Web Addresses: Naviance <http://connection.naviance.com/vsnhs> ; Common Application - www.commonapp.org ; Valley Stream Central High School District website – www.vschsd.org
- ❑ All VS email addresses are the first seven letters of the teachers' last name and their first initial followed by @vschsd.org
- ❑ **MUST** complete the College Application Transcript Request form and list all colleges you are applying to and hand it to your counselor

Information Necessary for Applications

- ❑ **South High School: 150 Jedwood Place, Valley Stream, NY 11581 – guidance fax # - 516-791-0356 CEEB Code: 335712**
- ❑ **Counselors:**
 - ❑ **Patricia Antonelli – 516-791-0342, Antonelp@vschsd.org**
 - ❑ **Philip Corsentino – 516-791-0325, Corsentp@vschsd.org**
 - ❑ **Michelle Lyons– 516-791-0327, Lyonsm01@vschsd.org**
- ❑ **Web Addresses: Naviance <http://connection.naviance.com/vsshs> ; Common Application - www.commonapp.org ; Valley Stream Central High School District website – www.vschsd.org**
- ❑ **All VS email addresses are the first seven letters of the teachers' last name and their first initial followed by @vschsd.org**
- ❑ **MUST complete the College Application Transcript Request form and list all colleges you are applying to and hand it to your counselor**

Conclusion

- Finalize List of Colleges
- Register and take standardized tests
- Request Letters of Recommendation on Naviance
- Prepare Activity Resume
- Write Essay(s) in English
- Register on the Common Application to receive your user name and password to which you will need to complete the FERPA statement on Naviance
- Make sure you have created a list of the colleges you have interest in on Naviance and complete the FERPA statement
- Complete the College Application Transcript Request Form listing every college you are applying to
- Complete applications but do not press send until it has been reviewed by your counselor – Due date for SUNY and CUNY 11/1. Other schools – the earlier the better – pay attention to early deadlines if this applies to you
- Review completed applications with your counselor
- Be sure to inform your counselor about EVERY college you apply to so transcripts and letters of recommendation may be sent
- Send/release SAT and/or ACT scores from College board and/or ACT
- Meet all graduation requirements and deadlines!!!!!!!!!!!!!!!