

## NUTS AND BOLTS OF THE COLLEGE APPLICATION PROCESS

**In order to avoid delays with your college application process, please read the following:**

**College Visit** – Narrow down a list of schools that include: “safety, range, and reach” options. Arrange to visit prospective colleges if you haven’t done so already. Schedule an admissions interview if the college “recommends it.”

**Autobiographical Sketch (Student Information for College Recommendation Letter)** - (This form will be filled out at the end of 11<sup>th</sup> grade) Submit your completed autobiographical sketch to your counselor as soon as possible.

**Resume/Activity Sheet** – log onto the <http://www.hhh.k12.ny.us/> website, under the school tab pick High School West. Look at the blue column (left side of screen) and Click on Guidance, Click on Grade Information, Click on Student Resume of School/Community Activities and Awards. Once you have opened the page do a Save As and save the document to your computer. Fill in the pertinent information. Once this has been completed drop off a hard copy to your counselor for review. This will be the document you upload onto the Common Application under the Additional Information Tab, if you need extra space in Activities.

**Family Educational Rights and Privacy Act (FERPA)** - this form will be filled out at your counselor meeting in 11<sup>th</sup> grade. You must also fill out the FERPA on your Naviance Account. Go to the Colleges tab in Family Connection, click on Colleges I’m Applying To, Scroll to the FERPA form, fill out and submit.

**Request For Teacher Recommendation Form** – (You will give this form to your teachers at the end of 11<sup>th</sup> grade) TWO STEPS TO THIS PROCEDURE:

**STEP 1:** The top portion of this form must be **entirely** filled out and signed **before** submitting to the teacher. Be sure to let your teachers know if you are applying Early Action/Early Decision.

**STEP 2: NAVIANCE** – 1. Navigate to the Colleges tab in Family Connection; 2. Click on Colleges I’m Applying To; 3. Scroll to the Teacher Recommendation section and click Add/Cancel Requests; 4. Select a teacher from the drop-down menu and add a note to the teacher if desired; 5. Repeat for all teacher requests. (Very Important: There are four spaces available for teacher recommendations. One of them **MUST** be for your guidance counselor; 6. Click Update Requests

**College Application** - Your college folder (located in the Counseling Center) should be complete before submitting your first college application. This is done by first, going to your Naviance account and checking with your counselor to see if all Teacher Recommendation Forms have been returned; second, the FERPA form has been signed on Naviance and a hard copy is in your file and, last, your Activity Sheet is in your college folder. Any outside recommendations from an employer, clergy, etc. must be processed by the student. Our recommendation is to give the outside recommender a stamped envelope with the school's address affixed so they can mail the recommendation to the college.

**Essays** – Read all your applications to find out essay requirements. Do not rush through this part of the process. Make sure your essay says something about you. Be sure to proofread it before submitting it to your English teacher/counselor for review. We do not keep essays in your college folders. If you use a Common Application you will upload this document under the Essay tab.

**Counseling Center Website** – Check the website frequently at [www.hhh.k12.ny.us](http://www.hhh.k12.ny.us). This site allows you to sign up for visits with college representatives visiting H. S. West. It gives you important information regarding programs such as Financial Aid Night, Mini College Day and Military Awareness Day, along with scholarship information and upcoming deadlines.

**NCAA** – If you are an athlete who wishes to play either Division I or II sports, you must complete an NCAA eligibility form online. Be sure to download the form that requests to have your transcript sent to the NCAA Clearinghouse and give it to Mrs. Woodworth. You must arrange to have your SAT scores sent officially to the Clearinghouse (code 9999). Web site: [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net)

**Application Processing Form** – This form (gold), which is obtained from the Counseling Center, must be submitted with **each** college application. When filling out the deadline date, please indicate whether this is a **postmarked date** or **received by** date. There is an important difference!

**Online Applications** – When applying with either a college application or Common Application online at [www.collegeboard.org](http://www.collegeboard.org) an Application Processing Form must still be submitted to the Counseling Center.

**Scholarship Application Form** – This form (blue), which is obtained from the Counseling Center, must be submitted with **each** scholarship. Please read your scholarship **carefully** and **check off only those items that are required**. The forwarding of additional items might result in disqualification.

**Summer Program Application Processing Form** - This form (pink) is obtained from the Counseling Center. Please read carefully and check off items that are requested.

**Supplemental** – If not indicated in the Common Application these forms are forwarded by some colleges to you after receiving your application. It usually requests your essay, which the student e-mails directly to the college. Your transcript, activity sheet, teacher and counselor recommendations have already been e-mailed by the Counseling Center with your application. However, some colleges might have an additional Supplemental. Check the school's website for additional information.

**Test Scores** – SAT and SAT II scores - Students must arrange to have these **officially** forwarded to the colleges by the College Board. Make sure you research which SAT II scores a college may require. Discuss this with your counselor. This is your responsibility. Consider taking both the ACT and SAT tests to give you the best chance to have a good standardized test score. Most colleges accept either test. This can be done online for SAT's @ [www.collegeboard.com](http://www.collegeboard.com) and ACT's @ [www.act.org](http://www.act.org).

**Mid-Year Grades** – Common Applications and some of the school applications include a page entitled **Mid-Year**. Grade Report Request Forms are obtained from the Counseling Center. If this form is used for mid-year grades, it should be submitted to the Counseling Center by the end of January. The mid-year grades are forwarded prior to the February recess.

**College Acceptances** - Please notify either your counselor or Mrs. D'Andrade when you receive notification of your admittance status from the colleges along with any scholarship money offered. Let us know which college you will be attending for us to forward your final transcript.

**S.C.A.L.E. Students** - Students who are taking College English and/or College Calculus for college credit through the LIU/C.W. Post SCALE program must apply on line at <https://apply.liu.edu/hs>. A copy of the registration confirmation and your \$40 one time, nonrefundable application fee made out to Long Island University must be returned to Mrs. Cronin in the Guidance office by the specified deadline date. You will be billed for the tuition directly from LIU/C.W. Post. Should you decide to drop the class for college credit you must fill out a Drop form, which can be obtained in the Guidance office, or you may fill it out on the LIU/C.W. Post website and notify either Mrs. Alexander or Mrs. Cronin in the Guidance office that you have dropped the class. Dropping a class for college credit must be done by November 15 for the fall semester or April 15 for the spring semester. When the course is complete you may order your official transcript online by logging into your account at MY.LIU. On the Student Center home page, click the "Order a Transcript" link from the Useful Links section.

Please allow **TWO WEEKS** for us to process your applications. It takes our college support staff and counselors time to process college applications and scholarships due to the large volume. Example: If you have an Early Decision deadline of November 1<sup>st</sup>, have the completed application in by October 15<sup>th</sup>. Also, if your deadline is January 1<sup>st</sup>, this application must be in the Counseling Center by the first week in December so we can submit it prior to the holiday recess.

Work hard and remember that senior grades count!!

**Make appointments with your counselor frequently to address any concerns or questions you may have.**

**Telephone Numbers: F.Y.I.**

SAT scores: 1-866-756-7346

ACT scores: 1-888-225-1270 (ACT general number 1-319-337-1000)

AP scores: 1-888-225-5427

College Board Hot Line: 1-866-756-7346

CUNY Hot Line: 1-212-997-2869

**Remember: Good prior planning leads to good decision-making!**