



Smithtown Central School District

26 New York Avenue, Smithtown, New York 11787

The College Application Process

September 21, 2023

Welcome

College Application Process: Common Application

Register for the Common Application
(www.commonapp.org)

Everyone **MUST** complete the following tasks to sign the **FERPA** waiver

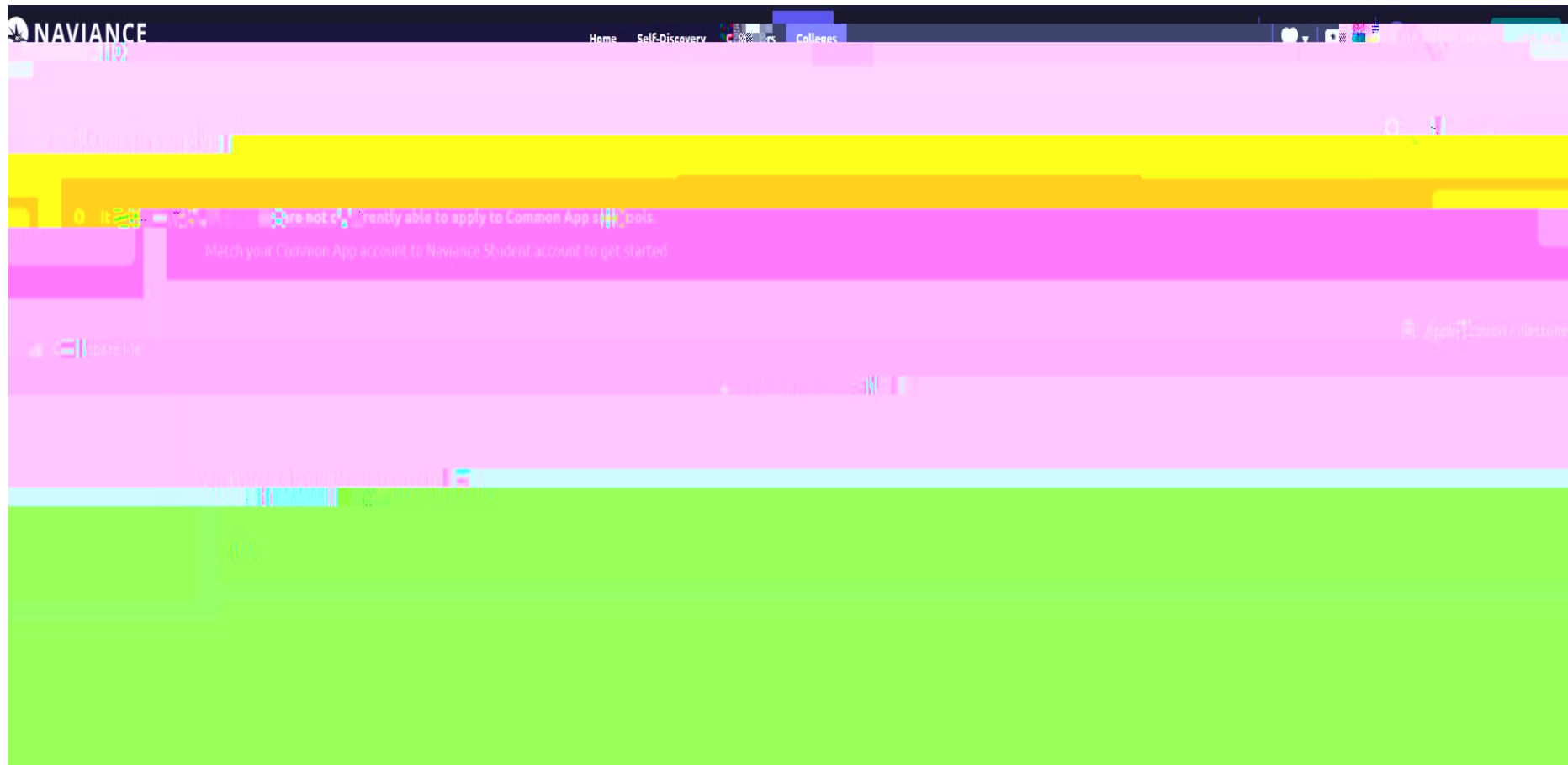
- Complete the **EDUCATION** section
- Add at least one college to the **MY COLLEGES** section

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

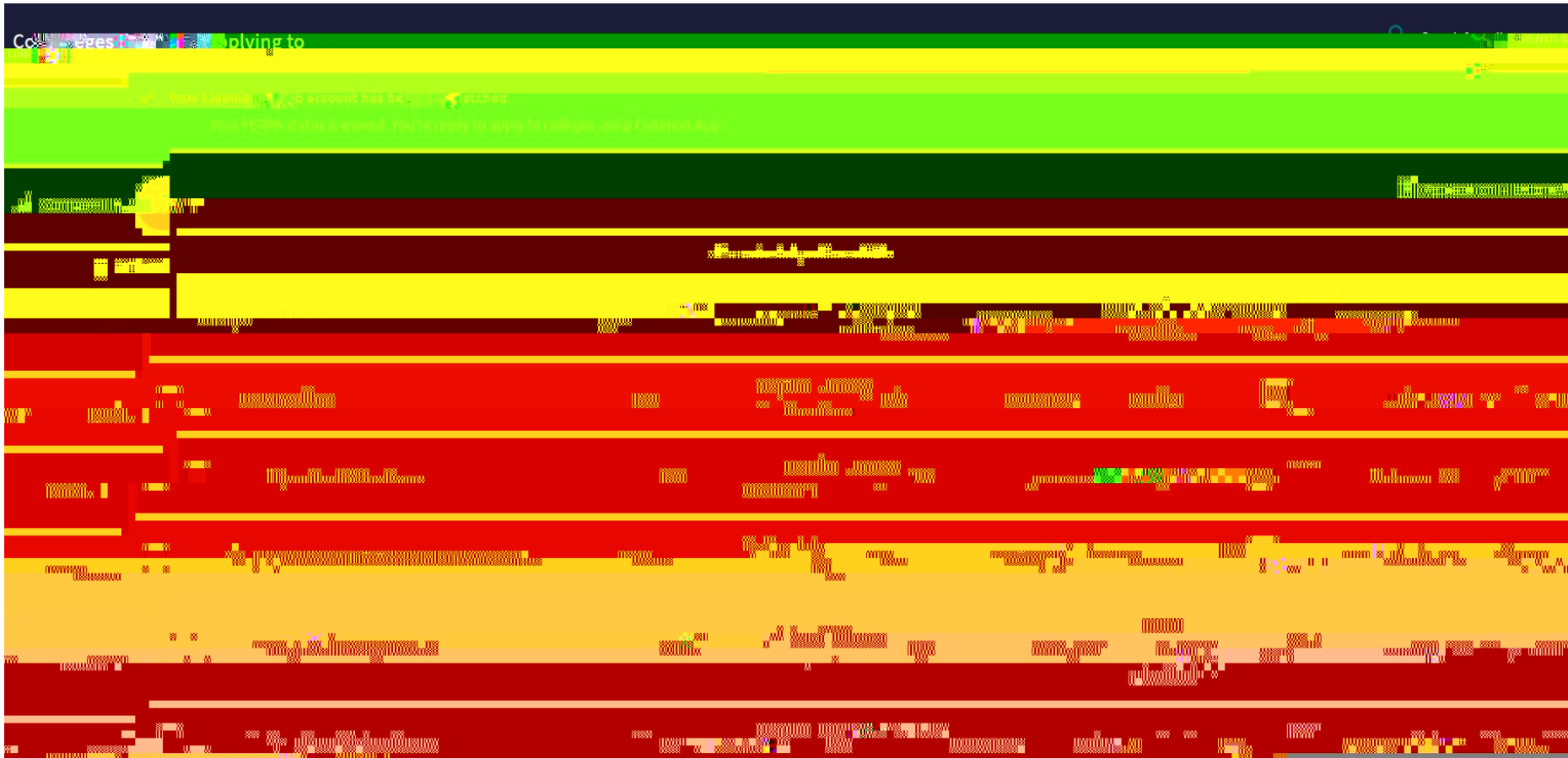


Common Application Process: Family Connections

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





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

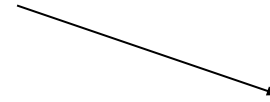
Contact the College Board or ACT Testing Company to send official score reports

SAT/SAT Subject Tests – www.collegeboard.org or 1-866-756-7346

ACT – www.actstudent.org or 1-319-337-1313

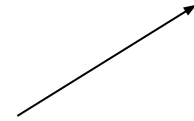
AP Scores – 1-888-225-5428 or 1-609-771-7300

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



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:

-

College Application Process: Student Responsibilities

CLICK ON COLLEGES?

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

RECOMMENDATIONS Click on COLLEGES

St



Teacher Recommendations

Letters of recommendation

Your Requests

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

Add Request

Recommendation

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 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?

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



College Application Process: NCAA Requirements:

COVID-19 Automatic Waiver 2023-24 Enrollment

Given the continuing impact of COVID-19 on the educational

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

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

