

## A SNAPSHOT OF THE HSAS COLLEGE APPLICATION PROCEDURES (updated 1/2014)

PLEASE NOTE: **(1)** The HSAS college application procedures continue to evolve as colleges and high schools increase the capacity to send and receive critical documentation electronically. **(2)** SUNY, CUNY and Private/Out-of-State college applications are handled separately and distinctly. All recommended deadlines are established for the *students' best interests*. **(3)** Counselors have devised a specific, color-coded transcript request procedure for organizational purposes. **(4)** Students are supplied with college bulletins throughout the application process that supplement the HSAS College Procedures Handbook.

- Throughout the course of **9<sup>th</sup> and 10<sup>th</sup> grades**, students are slowly and deliberately introduced to important aspects of the college process via class room presentations, completion of surveys, parent nights, PSAT review and introduction of key terms.
- **FEBRUARY** - junior year students complete a comprehensive junior information sheet (self-recommendation) comprised of personal and academic information to be reviewed by the student's counselor. This is a critical survey/document used to write the counselor's letter of recommendation, which is drafted during the spring/summer months. Many teachers also refer to the **self-recommendation** for assistance with their recommendation writing. **Parents** are given the opportunity to submit an *optional parent-recommendation* which is due **May/June**.
- **MID TO LATE MARCH/ EARLY APRIL** - HSAS hosts an informative junior student/parent night which includes a guest speaker from a competitive institution.
- **EARLY SPRING** – Upon receipt of the Junior Survey counselors meet individually with junior students for a full period to gather preliminary information about their college thoughts/interests and instruct students how to build an appropriate college application list.
- **SPRING (May/June)** - semester of junior year, counselors distribute and discuss the **HSAS COLLEGE APPLICATION PROCEDURES HANDBOOK** to students. In addition, students are introduced to **THE COMMON APPLICATION** via a classroom presentation.
- **SUMMER** – Prior to senior year, junior students' transcripts are mailed home for review.
- **EARLY SEPTEMBER** – counselors survey senior students to determine who may be applying to college via an **early action/early decision** program.
- **SEPTEMBER – EARLY NOVEMBER**- counselors once again meet individually with seniors to assist/refine the list of college application choices. Each student's academic profile is carefully assessed at this time. Additionally, numerous college representatives visit HSAS to meet prospective applicants.
- **EARLY OCTOBER** - priority deadline to request teacher recommendations for colleges with 11/1 – 11/15 (**early decision/action** EA/ED deadlines).
- **MID-OCTOBER** -transcript requests due to counselors for **ED/EA** applications.
- **THIRD WEEK OCTOBER** – **SUNY** transcript requests are due to counselors.
- **MID NOVEMBER - CUNY** transcript requests are due to counselors. PLEASE NOTE: Macaulay Honors College applicants may have different deadlines than general freshman CUNY applicants.
- **THIRD WEEK NOVEMBER** (before Thanksgiving) – priority deadline for **ALL** teacher recommendation requests.
- **EARLY DECEMBER** - **All** transcript requests are due to counselors for applications with a 1/1 to 1/15 deadlines.
- **DECEMBER 1 – CUNY MACAULAY HONORS COLLEGE** deadline.
- **JANUARY 1 – FAFSA** can be filed.
- **EARLY JANUARY** - All remaining transcript requests are due to counselors.
- **THIRD WEEK JANUARY** – Students request midyear grades be sent to colleges. Reports sent **AFTER FEB 1**.
- **MID APRIL** – Most decisions by colleges have been received. Students respond to college of choice by MAY 1.
- **MAY-JUNE** –Students are instructed how to request **LEHMAN COLLEGE** transcripts and how to send **AP** scores from **COLLEGE BOARD** to attending college.
- **JUNE** – Counselors send official final transcript to the ONE college identified that the student will be attending.

**NOTE: DEADLINE = LAST DAY TO HAND IN REQUESTED MATERIALS...MATERIALS CAN BE TURNED IN BEFORE HAND!**