

Class of 2017 College Bulletin #5 (Winter Break 2016-17)

UPCOMING DATES AND DEADLINES

- ✓ **Tuesday January 6, 2017**- All remaining transcript requests due. It's not uncommon to tweak the college list during the break and add or changes some college choices. The last date to hand in request forms is 1/6/2017. Those last minute requests submitted 12/23/16 will be processed upon our return to school.
- ✓ **Friday January 20, 2017** - Mid-year transcript request forms are due. Please Note: Mid-year grades are not available until after February 1, 2017. Ms. Harris will review this procedure with students in class when we return from vacation. Guidance and the form are also available in the college procedures booklet.

1. **Early Decision Acceptances** Students who have been accepted to college via an early decision program, you are now **required** to withdraw any submitted applications. **ONLY** if you submitted **YOUR** portion of the application to a college/s must you notify that college/s **in writing** that you have been accepted to another institution through an early decision program and wish to withdraw your application. In addition, you must give your counselor a copy of the withdrawal letter for each college to retain in your college file. Please see Ms. Harris if you have any questions regarding this process. *THERE IS A SAMPLE TEMPLATE LETTER ON THE COLLEGE/GUIDANCE PAGE OF THE HSAS WEBSITE.* <http://www.hsas-lehman.org/college/docs/Template%20for%20early%20decision%20withdrawal.doc>

2. **Early Action Acceptances** For those students who have applied to multiple Early Action schools you do not have to accept the offer until MAY 1, 2017. However, should you decide that you are definitely attending a particular college you have the option to notify other colleges that you do not plan on attending. That allows the college to offer the seat to another applicant.

3. **Submitting Applications & Overloaded websites** – **The Common Application** is equipped to handle large volumes of applications DO NOT wait until the very last second to submit your application. It is possible that **The Common Application** website may become over loaded. As you know when many individuals are trying to access a website exactly at the same time it is sometimes difficult to gain access to the site. Please remember that college documents arrive to colleges from multiple sources: **Testing Center *High school *Student* Items may be received at different times. College files are read when they are complete. *College documents are not down loaded until the student submits their portion of the application.*

4. **Mid-Year Reports** – Mid-Year Reports are required by most, not all colleges. CUNY does not require mid-year reports. Students may refer to the **Common Application** in order to confirm the many colleges that do require mid-year reports. **A REMINDER: MID-YEAR REPORTS ARE NOT AVAILABLE UNTIL AFTER FEBRUARY 1, 2017.**

- ✓ HSAS will require that any student who wishes to send a Mid-Year Report fill of the Mid-Year Report Form which is in your college application procedures packet, available in the guidance office, and will be distributed in class after vacation. On this form students will indicate the colleges where they used **The Common Application, SUNY APP or OTHER APP.** **Please do not put any CUNY schools on this form.**
- ✓ For students who are already accepted to a college you may still be required to submit mid-year grades. Please check with your college.

5 **ACT/SAT Scores** Remember it is the students responsibility to send all test scores to their prospective colleges from the testing agencies. You can do this from their websites. For CUNY programs please use the code **2950** to send scores. You **DO NOT** need to send the scores to the individual campuses.

6. **Naviance**::::: **Keep your Naviance college list accurate and up-to-date.**

- Please collect and carefully check your receipts (in student mailboxes) for submitted documents to ensure that you did not forget to submit any forms to your counselor.
- No documents are submitted to colleges unless an HSAS paper form is on file.
- Please check the *Initial materials column* on your account.

The receipts are important for tracking dates and confirming that all documents have been sent accordingly. If you do NOT have a paper receipt you can assume that your documents have not been sent. Please check Naviance to see that your **INITIAL MATERIALS** have been submitted.

- If possible please **remove** colleges that you are no longer interested in applying to. Please note: If Ms. Harris did submit documents and recommendation letters on your behalf to a college that you are no longer applying to that college cannot be removed from your Naviance list. Ms. Harris will rectify your Naviance lists at a later date.

7. **Missing Documents** – In the coming weeks students may receive emails indicating that a college is missing a relevant document, if so:

- Please call the college immediately to inquire if there is an overlap on the dates (check your receipts to see when your documents were mailed/emailed by the school, compare that with the date on the email from the college).
- If you verified that the information was actually NOT received, alert your counselor immediately and provide a copy of the email so I may also follow up with the college.
- More often than not it is due to an overlap in the dates. Some colleges take 3-5 (more like 5) weeks to post all received documents.

Please also note that submitted school documents are initially stored in an electronic repository. Colleges DO NOT download any school documents until the student actually submits their Common Application.

8. **Financial Aid** – a few tips for financial aid

- Make sure you know each college's FINANCIAL AID DEADLINE. Go to the college's financial aid page on their website.
- Expect to file for financial aid by February 1, 2017 or before.
- There are financial aid calculators online where you may input your information to get an estimate of what your EFC (estimated family contribution) may be.

VERY IMPORTANT INFORMATION ABOUT FAFSA

- You can list up to ten (10) schools on **FAFSA on the Web**. Those schools will automatically receive your FAFSA results electronically.
- **Changing/Adding schools** – You can go to www.fafsa.ed.gov and select “Add or Delete a School Code” to make changes online or you can call the Federal Student Aid Information center (1-800-433-3243). If you call, you will need your **Data Release Number (DRN)**, which is located on your **SAR (Student Aid Report)**. ***Before you make any changes you must confirm that the initial 10 schools listed have received your financial aid information.***

Happy Holidays class of 2017 and thanks again for your cooperation.