

## Class of 2020 College Bulletin #3 NOVEMBER

### UPCOMING DATES AND DEADLINES

- **Monday November 4, 2019** – All teacher recommendation requests must be finalized for Regular Decision applicants. Students use the same (2) teachers for the duration of the college process and any accompanying scholarships.
- **Friday November 15, 2019**- Begin to finalize Macaulay applications by this date. Deadline is **December 1, 2019 (Firm)** Send recommender link to counselor/teacher (must finalize application for recommender to receive link-see below).
- **Monday December 2, 2019**- Transcript request forms (PINK) for colleges with application deadlines January 1 and beyond including ED II (Many of these colleges will be on The Common Application).

1. **EARLY DECISION APPLICANTS PLEASE READ:** Transcript request forms are due for January 1 (regular decision) and beyond deadlines **before** you will have a response from your early decision colleges (usually mid-December). However, we cannot wait until December 15, 2019 to collect forms, it is too close to vacation. Please hand in your transcript request forms regardless so Ms. Harris and Ms. Teslik have them organized and are prepared to send documents on your behalf if needed. **If you are accepted to your ED College, please send us an email letting us know so we can act accordingly.** Having a solid backup plan is wise and important. In addition, you **must** indicate on your common app that you are applying ED. The ED agreement then pops up on Naviance and we electronically sign it there. No ED applications can be considered unless this agreement is signed by the student, parent and counselor. Please make sure that all parties have signed the agreement.

2. **Naviance, The Common Application and school forms Pink & Purple**

When you submit a transcript request form to your counselor please make sure it is properly and fully filled out. Decision type and application type must be checked. The forms **MUST** match your Naviance college list and your Common Application list. The HSAS transcript Request forms allows your counselor to properly send documents to colleges when working with your Naviance accounts. If we have **not** received a paper transcript request form no documents will be sent to the college even if the school is listed on Naviance. If we see a college listed on Naviance and you have not submitted a paper transcript request, we will assume that you have decided not to apply to that college, please remove that school from your college list. **Please update Naviance regularly.** If you have changed your mind about applying to a college where you did already hand in a purple form, please let your counselor know and we will tear up the form. We also like to know why you may have changed your mind on a school. Understanding your thinking during the college process is very helpful.

3. Tracking **submitted documents**- Paper receipts will be returned to you when all school documents are complete and sent to colleges (counselor letter, teacher letter 1, teacher letter 2, school report, school profile, current course schedule, high school transcript) Your stamped receipts indicate the date that your documents have been submitted to colleges this also includes the teacher recommendations (sometimes documents go out on different dates). Ms. Harris and Ms. Teslik submit the teacher letters and students will NOT be able to track this from Naviance (you will only see “*initial materials submitted*”). Teacher letters and school documents can be tracked later from The Common Application. Colleges will also assign you a status page where students may check the status of their applications. This process will vary from college to college. Please note it can take colleges several weeks/days to post documents as received by the college. In most cases the documents that complete a college application arrive at colleges from multiple sources:

\*\*\*\*\*Student \*\*\*\*\*School \*\*\*\*\*Testing center

These documents may arrive to the college at different times but become part of one file. Please be patient with this process.

4. **Sending test scores to colleges**-Please look at your college lists, go to each individual college website and determine if the college requires official test scores be sent from the test center SAT or ACT. If the college allows you to self-report do so! Save the money. If they don't you should make the arrangements NOW to send your scores. There is absolutely no advantage in paying for scores to be sent if the college does not require this.

5. **SUNY Applications**- Many of the 64 SUNY campuses read applications a **rolling** basis (applications are evaluated as they are received) while some of the larger universities have moved towards traditional deadlines. Some SUNY schools have ED or EA and some offer no early plans (Stony Brook).

From the SUNY website: While there is no formal application deadline for freshman applicants, we recommend you apply by December 1 to maximize your chances for financial aid, campus housing and consideration for your major of choice. You may submit a transcript request form for SUNY schools at any time, but it should be no later than the **December 2, 2019** due date. If it is a **rolling** deadline please use the **purple** form if you are submitting before January 1, 2020. Please use the **pink** form if you are submitting after January 1, 2010. Forms are in the guidance office and in main office above the teacher mailboxes. PINK forms will be put out after November 15, 2019.

6. **CUNY General Applications-(Tips for all CUNY applications including Macaulay)** – Please remember the following General information, also please refer to page 10 in the college procedures booklet.

- Correctly enter your 9 digit OSIS# (found on your transcripts and report cards).
- Please put all your CUNY schools on Naviance. **NO SCHOOL FORM IS NEEDED.**
- **DO NOT** use the Common Application for CUNY, *only* use the CUNY Application.
- There is an opportunity on the application to self-report varied test scores however, CUNY does **require official test scores from College Board/ACT use the code 2950 and all CUNY campuses will receive your test scores.**
- CUNY colleges like **City College, Baruch College, Hunter** have additional supplements to their applications for some of their programs. We have highlighted some of those on page 10 in the college booklet. A list of all the requirements will be attached in the email with this bulletin. Once you complete your CUNY application and indicate that you wish to apply to these programs, CUNY will contact you regarding any specific supplements.

<https://drive.google.com/file/d/1Fy6mhjZYt8mFQq7QYVvFi08VWe8Itj1e/view>

- Students get six application choices-they **do not** have to be ranked in order.
- Students **do not** have to indicate a SS # on their applications
- If a student is undocumented they will indicate “other” on the CUNY application
- Students can now add recommenders in the General applications by sending a link to their counselor/teacher. Please note: ***Applicants can add recommenders on either application prior or post submission. The email will not be sent until the student submits their application.***
- A student does not have to pay at the time of submission. However, once the application is submitted they can only go back to: 1) Pay 2) add recommenders 3) upload resumes and other documents.
- Many HSAS students already have a CUNY first account since you have taken college classes. Please review the attached handout “create an Application account.” The workflow will be slightly different for those using CUNY First accounts.

### **CUNY Application Tutorial Videos**

<https://www.youtube.com/watch?v=N0GnmhW2kOs&list=PLj-qLanxmIJsa4Mi8JQw0iR9IL36Zd7Go&index=13>

**Please use this link to get more information on the CUNY application.**

<http://www2.cuny.edu/admissions/undergraduate/new-counselor-corner/>

### **Frequently asked Q&A**

<https://cunyadmissions.freshdesk.com/support/solutions/folders/35000208532>

### **Solutions Center**

<https://cunyadmissions.freshdesk.com/support/home>

### **Students who already have CUNY first accounts**

<https://cunyadmissions.freshdesk.com/support/solutions/articles/35000105615-if-applicants-already-have-a-cunyfirst-account-will-they-need-to-take-any-additional-action->

## Recommendation letters and regular CUNY applications

<https://www.cuny.edu/admissions/undergraduate/apply/required-recommendations/>

**Macaulay Applicants-** The deadline for students to submit application materials is December 1, 2019 (FIRM) 6:00 PM EST. Students should plan to apply on or around **November 15, 2019** so teachers and counselor can send supporting letters. On the electronic Macaulay Application you may list 2 online recommenders 1 counselor 1 teacher, or 2 teachers. You can add a third recommender at a later date. Please enter an email address and the recommender will receive an email to submit their recommendation. The **December 1 6:00 PM EST** deadline is FIRM.

### Recommendations and Macaulay Application:

#### TWO LETTERS OF RECOMMENDATION

After you complete *and submit* your application, your recommenders will receive via email the electronic recommendation form. They must complete and return the form by **December 15<sup>th</sup>**. Note that recommenders will only receive the form **AFTER** you have completed and submitted your application. Once you've done this, it's a good idea to check with your recommenders to confirm they have received the form.

<https://macaulay.cuny.edu/admissions/applying-to-macaulay/>

**CUNY Fee Waivers** has their own fee waivers. Please see Ms Harris/Ms. Teslik directly if you qualify for a fee waiver. We will give you a special code that you can input into your application to waive the \$65.00 application fee.

**7. Common App Fee Waivers and General Application Submissions-** Please see page 11 in the college booklet for fee waiver information. For your Common Application Colleges please indicate on your common app that you are requesting a fee waiver. Ms. Harris/Ms. Teslik will receive a popup on Naviance where an electronic fee waiver is verified and signed by the counselor.

**8. Report Cards for early applicants** for those students who applied to college early and need 1<sup>st</sup> quarter grades sent to colleges **no requests** are necessary. This will be taken care of automatically by guidance once the report cards are available. If your grades have **noticeably slipped** you will be contacted before any reports are sent to colleges. When report cards are distributed if there are any mistakes please notify us immediately.