



Smithtown Central School District

26 New York Avenue, Smithtown, New York 11787

---

*The Guidance Dept.  
Presents:*

---

***The College Application Process***

**September 21, 2023**

A solid orange horizontal bar spans the width of the slide at the bottom.

# Welcome

---

# College Application Process: Common Application

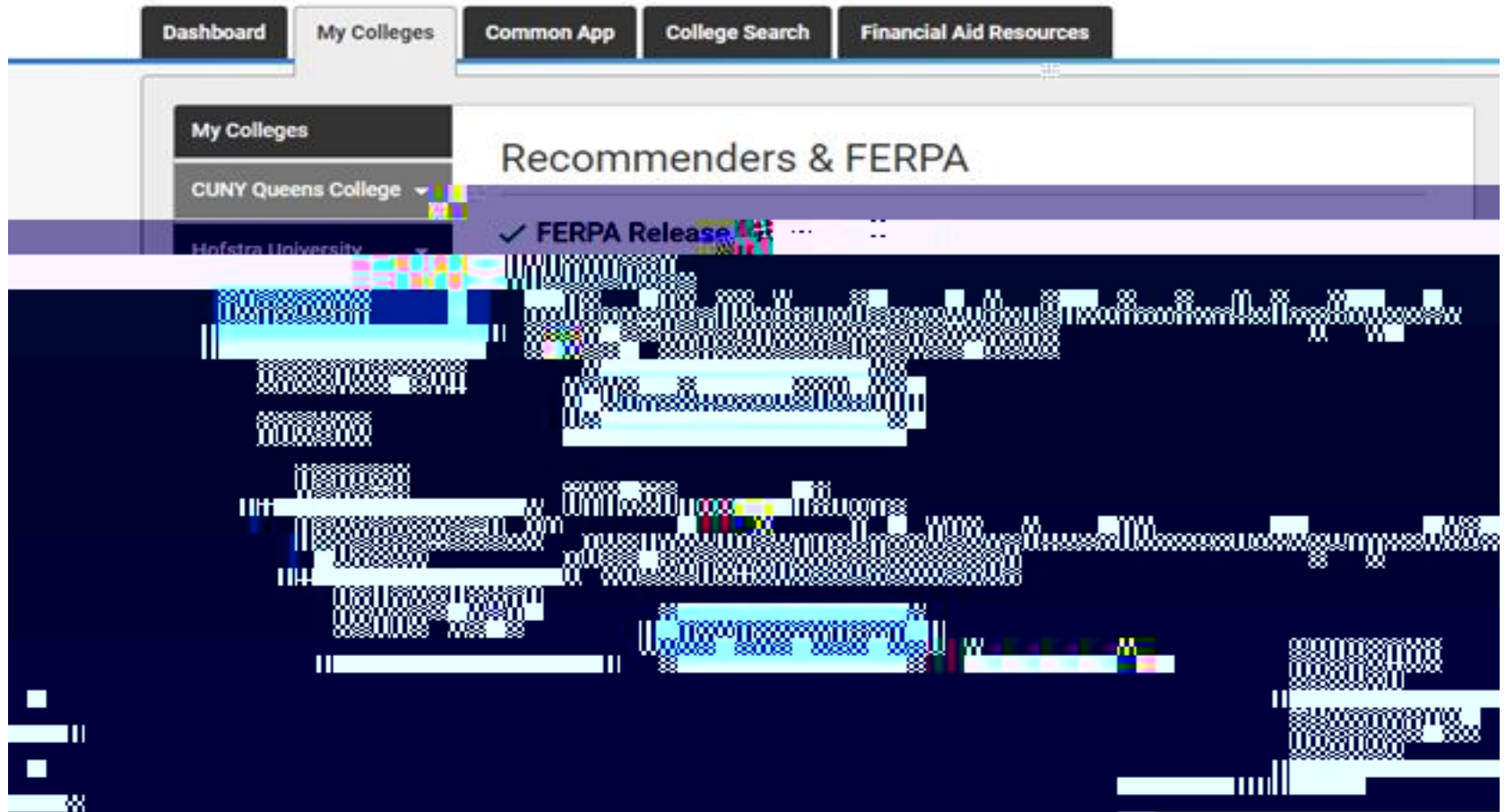
---

Register for the Common Application  
([www.commonapp.org](http://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

# FERPA Waiver



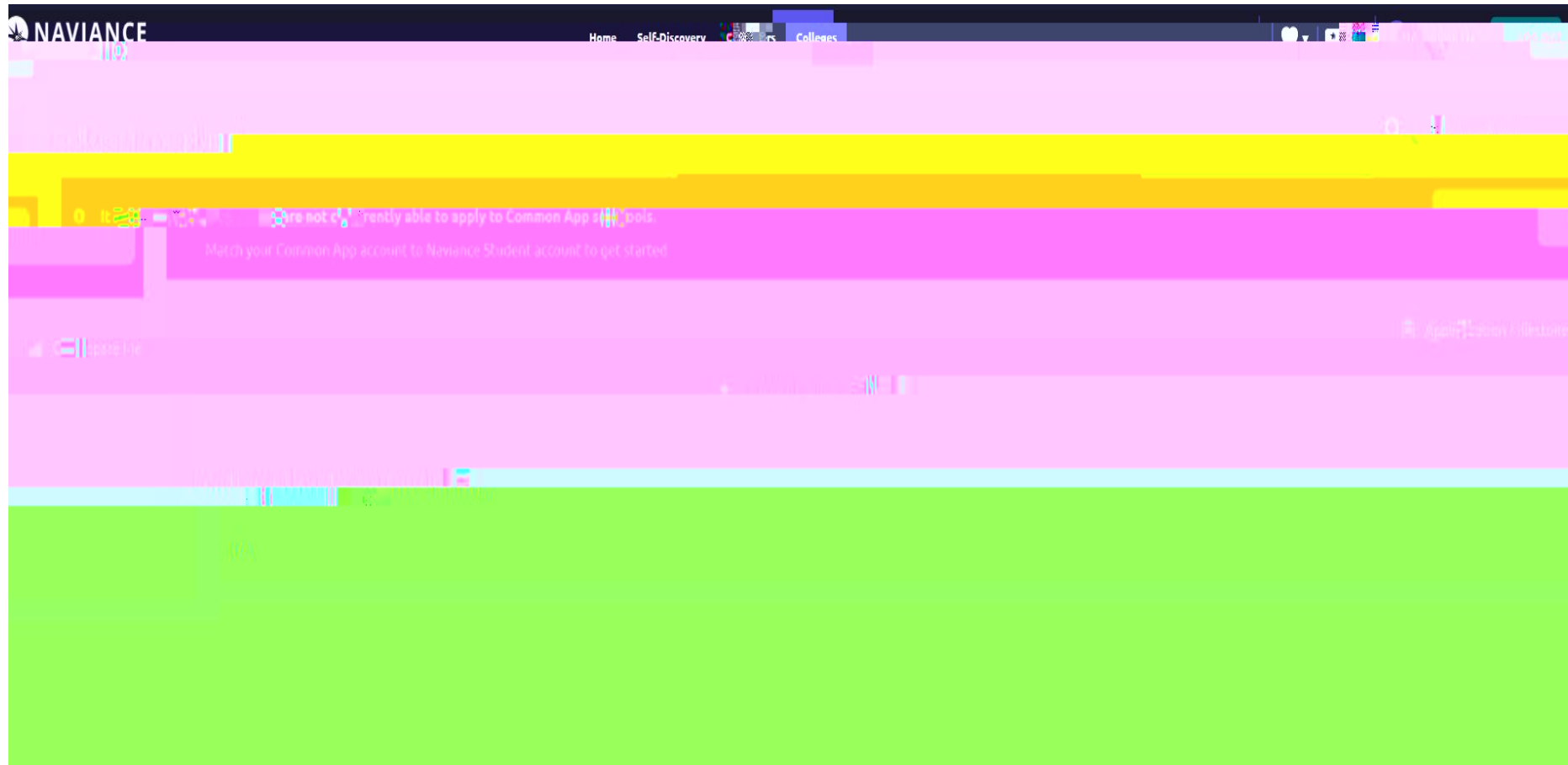
# Common Application Process: Naviance Family Connection

---

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

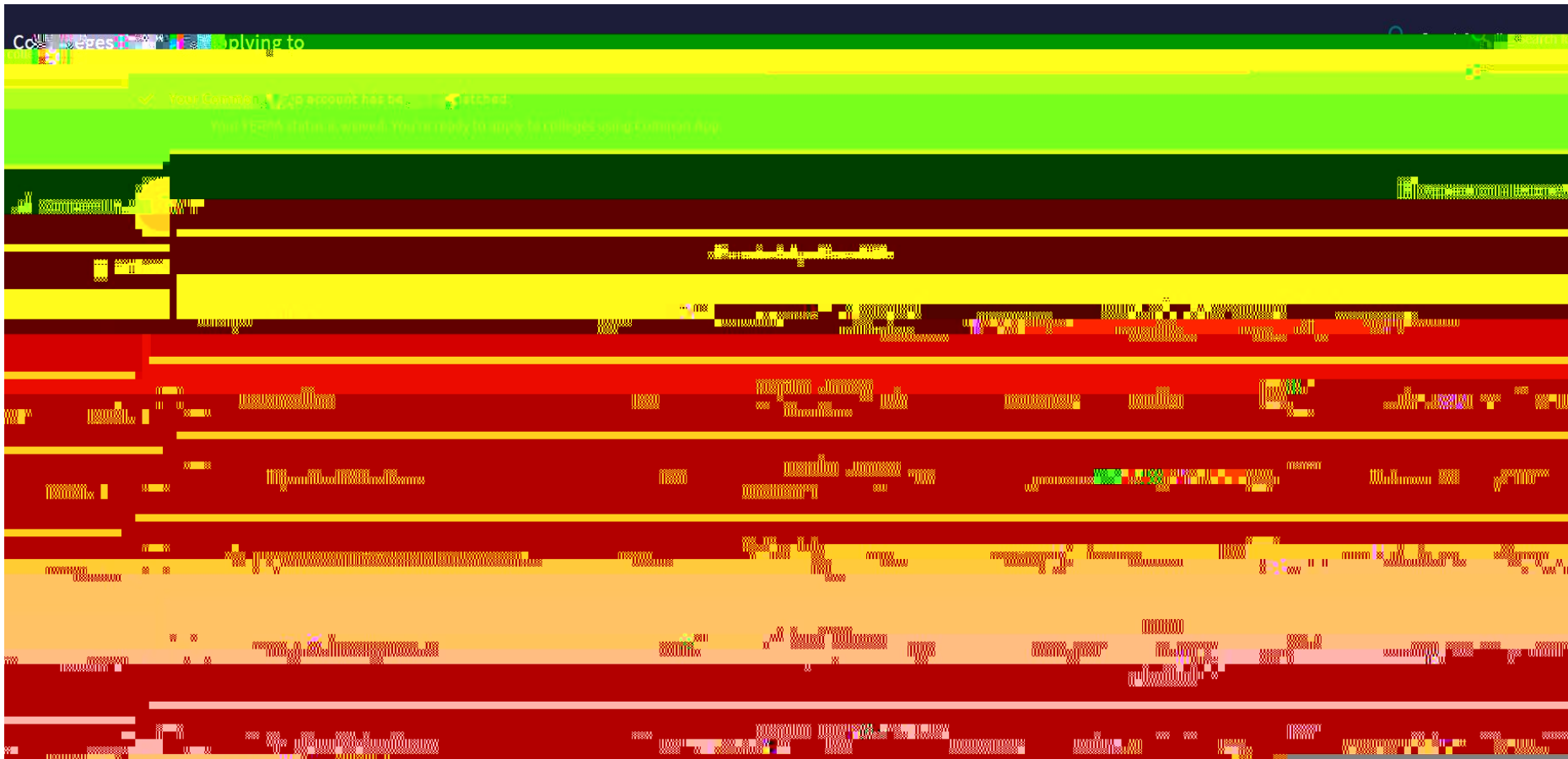
---

## 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

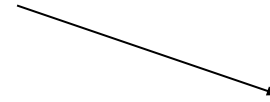
**SAT/SAT Subject Tests – [www.collegeboard.org](http://www.collegeboard.org) or 1-866-756-7346**

**ACT – [www.actstudent.org](http://www.actstudent.org) or 1-319-337-1313**

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

# Surveys - Profile/ Graduation

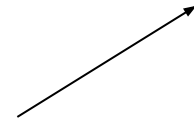
---



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



# Complete Resume

## Resume

Add/Update Sections

Print/Export Resume

Add new entries to your resume by clicking on the plus icon

The screenshot displays a resume builder interface with a resume template. The resume is organized into several sections:

- Education:** A section titled "EDUCATION" containing one entry for "UNIVERSITY OF CALIFORNIA, BERKELEY" with a degree in "B.S. IN COMPUTER SCIENCE" from "2010-2014".
- Work Experience:** A section titled "WORK EXPERIENCE" containing two entries: "SOFTWARE ENGINEER" at "TECH CORP." from "2014-2018" and "SOFTWARE ENGINEER" at "TECH CORP." from "2018-PRESENT".
- Skills:** A section titled "SKILLS" listing "Python", "Java", "JavaScript", "React", "Node.js", "SQL", "Git", and "AWS".
- Awards:** A section titled "AWARDS" containing one entry for "BEST NEW PRODUCT AWARD" from "2017".

The interface includes a navigation bar at the top with "Add/Update Sections" and "Print/Export Resume" options. A sidebar on the left contains a "Home" button and a "Resume" button. The main content area shows the resume template with a "Add New Entry" button at the top left. The resume text is displayed in a light blue font on a white background, with section headers in bold. The interface is clean and modern, with a light blue and white color scheme.

# 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

**RECOMMENDATION** 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](http://www.commonapp.org)

## SUNY Application

Supplemental application may be required

[www.suny.edu/student](http://www.suny.edu/student)

## Coalition Application

Application being accepted by some colleges

## CUNY Application – (online application only)

[www.cuny.edu](http://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](http://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](mailto:kcolon@smithtown.k12.ny.us)

---

