

**Class of 2012 College Bulletin #1**  
**August 24, 2011**

We will be returning to school shortly. The first concrete steps that you should take for your college applications BEFORE we return to school are:

1. Create your **SUNY** account, finalize your **SUNY** choices. Filling out the online **SUNY** application only takes a few minutes. This is only the first step. You will later need to fill out the supplements depending on your campus choices. You can view the supplements on the **SUNY** website. **APPLY to SUNY EARLY!**
2. Sign onto the **Common Application** and create your accounts and passwords (this is different than your Naviance user name and password). You may begin filling out some of the initial information. Most of you will probably use the **Common Application** for some of your college choices. Keep in mind we will be submitting ALL documents on-line for your **Common Application** colleges.
3. Once you have created a **Common Application** account go to your Naviance account. Click on the Colleges tab, and then click on the Colleges I am applying to link. It is there that you complete the **Common Application** waiver. Once you have taken this step, the documents for your **Common Application** colleges can be submitted to your college choices electronically. **PLEASE NOTE: if you created a Common Application account prior to August 1, 2011 it is invalid. Please contact Ms. Harris or Ms. Wise so we may reset your Naviance Accounts.**
4. Please review the College Application Procedures which were distributed to you in June. They are also located on the guidance page of the school website. The College Procedures will be updated and reviewed once again in the fall. **PLEASE NOTE: ALL STUDENTS WILL BE REQUIRED TO COMPLETE THE AUTHORIZATION TO RELEAS SCHOOL RECORDS FORM BEFORE ANY TRANSCRIPTS/TEST SCORES/RECOMMENDATION LETTERS ARE SENT TO COLLEGES.** The form can be found on the last page of The College Procedures booklet.
5. **Naviance** – We are scheduling college visits for the fall, check the schedule on Naviance. Please add the colleges that you are interested in to “The colleges I am thinking about” area of your Naviance accounts. We would like to reach out to those colleges you are most interested to possibly schedule a high school visit. Keep in mind many colleges have limited visitation schedules due to budget cuts.
6. **College Essay** – Now is good time to start working on drafts of your college essay particularly if you are considering applying to college early decision/early action/priority deadline.
7. **Summer experiences/accomplishments** – Some students may have had an interesting summer experience/accomplishment this summer that was not included in your self- recommendation due in June. It is your responsibility to summarize this experience in a short paragraph should you wish to have it included in your recommendation letter. Please email this information to you counselor as soon as possible.

Hope you are having a great summer!