



HIGH SCHOOL OF AMERICAN STUDIES AT LEHMAN COLLEGE
2925 Goulden Avenue
Bronx, New York 10468

Class of 2019 College Bulletin #1 September 2018

Dear Class of 2019: We will be returning to school shortly. It is our hope that you had a restful summer. College bulletins are a supplement to your college procedures packet and are intended to keep you on track with your college process. PLEASE READ THESE BULLETINS CAREFULLY! Questions should be asked after reading this material.

1. **HSAS College Procedures Booklet**

<http://www.hsas-lehman.org/wp-content/uploads/2018/07/19-19-college-application-proceedures-class-of-2019-SPRING.pdf>

Is located on the HSAS website, click on college, and scroll down to “Forms for our college applicants.” You were distributed a paper copy that was reviewed in class this past June. Please review this booklet carefully including any links imbedded within the booklet. Pay attention to the *table of contents* so you can quickly find answers to your questions. In addition, mark all dates deadlines in your calendars. We will host a parent/student night in early October (date TBD) to review these procedures as a class. The booklet will be updated with any new and/or relevant changes. PLEASE NOTE: There is a copy of the authorization form on page 21. This form must be submitted at the start of school so HSAS can send documents to colleges on your behalf.

2. **Self-Recommendation UPDATE** –If you have had any interesting summer experiences/ recent accomplishments that was not included in your self- recommendation submitted in February you may send me an update. The information should be consolidated into one SHORT **brief** paragraph (a few SHORT sentences) and sent to Ms. Harris mharris4@schools.nyc.gov as an attached document (please do not send the information in the body of an email, or re-do your original self-recommendation). This must be submitted no later than **September 30, 2018**. It will NOT be accepted or read after that date.

3. **Questbridge Applicants** <https://www.questbridge.org/high-school-students/national-college-match/dates-deadlines>

The National Match deadline is **Thursday September 27, 2018**. The counselor and teacher forms for this application require a great deal of time and are lengthy. Questbridge makes no exception with their deadlines for students and faculty. You MUST inform Ms. Harris and your recommending teachers with the “official” Questbridge email by **September 13, 2018** so we have time to complete the school portion of the application. Please note: we cannot get into the application until we are in receipt of that email. No exceptions on the September 13, deadline will be made! PLEASE NOTE: MS. HARRIS WILL NOT BE IN SCHOOL THURSDAY SEPTEMBER 27, 2018. The invitation email from Questbridge MUST be received by September 13, 2018.

4. **College Visits and Student Ambassadors**- We will need a lot of assistance with the college visits, students are asked to please volunteer. If you wish to volunteer the college must posted to your Naviance account in the “Colleges I am thinking about area.” Students cannot “**pre-volunteer**” for a college that has not scheduled yet since not all colleges visit each year. If no students volunteer a student will be assigned as an ambassador. Please review the duties of an ambassador on page 5 of the HSAS procedures booklet. PLEASE NOTE: For colleges that get multiple requests I will randomly choose from those students who have properly listed the college on Naviance. Please keep in mind that some of your schedules may conflict with the visit time due to college classes. An ambassador must be present for the entire college visit.

5. **Common Application and Naviance** Most (not all) students will be using the Common Application. Last year as a class we created common application accounts. Please make sure you have the proper user name and password for your account. All the information should still be there except if you tried to match your common application and Naviance accounts before August 1, 2018. You must add colleges to Naviance and Common App separately and then match the accounts. Please watch this explicit video for specific instructions on matching the accounts.

https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.screencast.com%2Fusers%2FHobsons_Naviance%2Ffolders%2Fdocs%2Fmedia%2Fd5c3b682-6cd9-462b-8626-60236111aac2%2Fembed&data=02%7C01%7Cmharris4%40schools.nyc.gov%7C767fe804c44248d11e5808d614022ad0%7C18492cb7ef45456185710c42e5f7ac07%7C0%7C0%7C636718396870061653&data=swlioD000kaH90eeq1KZQ1XZakq7NRmc0ooOwplLF0Y%3D&reserved=0

A REMINDER: PLEASE **DO NOT** INVITE TEACHERS OR COUNSELOR AS RECOMMENDERS IN YOUR COMMON APPLICATION. SINCE WE ARE A NAVIANCE SCHOOL ALL COMMON APPLICATION FORMS ARE SUBMITTED TO COLLEGES VIA NAVIANCE.

Common App tutorials section-by-section

<https://www.youtube.com/playlist?list=PL8KEAorkN10CzbZnlkklg4N-JZ9IVVGC> this link will lead you to a page of short videos that will greatly assist you with setting up your Common Application. Once again: Since we use Naviance the teacher recommendation process will work differently. Your recommending teachers will write their letters and post them on Naviance. They will be sent to colleges through Naviance. You **do not** need to invite your teachers onto your common application.

6. **NACAC (National Association for College Admissions Counselors) Conference 2018** -This year by the Generosity of the HSAS PTA Ms. Harris will attend the annual conference for college admission professionals in Salt Lake City, Utah. Ms. Harris will not be in school **Thursday-Friday September 27-28, 2018**. Please plan accordingly.

7. **Parents and Email** – Parents your emails are welcome any time of day or night during this process. I am happy to respond as quickly as time allows. However, if you have questions that directly pertain to your child’s college process or grades please kindly make sure they are copied on ALL emails. This helps to facilitate effective communication and saves time.

8. **Glossary of college counseling terms** Students please refer to this glossary that we reviewed as a group should you have any questions about the language and terminology of the college process. This document is also on the HSAS website.

<http://www.hsas-lehman.org/wp-content/uploads/2018/07/2018-COLLEGE-PROCESS-GLOSSARY-.pdf>

See you soon. Ms. Michele Harris