

## Class of 2018 College Bulletin #3 NOVEMBER

### UPCOMING DATES AND DEADLINES

- **Monday November 5, 2018** – All teacher recommendation requests must be finalized for Regular Decision applicants.
- **Wednesday November 14, 2018**-Financial Aid night at HSAS 6:00 RM 106-108
- **Friday November 16, 2018**- Finalize Macaulay applications by this date. Deadline is **December 1, 2017 (Firm)** Send recommender link to counselor/teacher-Cannot send link until application is finalized
- **Tuesday November 27, 2018** - Finalize GENERAL CUNY Applications. Application decisions made on a rolling basis-See attachment for special requirements at CUNY schools
- **Monday December 3, 2018**- 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 and beyond deadlines **before** you will have a response from your early decision colleges. However, I cannot wait until December 15, 2018 to collect forms. Please hand in your transcript request forms regardless so I have them and am prepared to send documents on your behalf if needed. **If you are accepted to your ED College please send me an email letting me know so I 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 I 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. The HSAS transcript Request forms allows your counselor to properly send documents to colleges when working with your Naviance accounts. If I 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 I see a college listed on Naviance and you have not submitted a paper transcript request I will assume that you have decided not to apply to that particular college and you may remove it from your college list. **Please update naviance regularly.**
3. Tracking **submitted documents**- Paper receipts will placed in the **student mail boxes** soon located in the guidance office. Your stamped receipts indicate the date that your documents have been submitted to colleges this also includes the teacher recommendations. Ms. Harris submits the teacher letters and students will NOT be able to track this from Naviance (you will only see “*initial materials Submitted*”). Teacher letters can later be tracked from The Common Application side. Colleges will also have status pages 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
- Teacher/counselor/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. **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 are moving 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 1, 2018** due date. If it is a **rolling** deadline please use the pink form located on top of the student mailboxes in the guidance office and in main office above the teacher mailboxes.

5. **CUNY General Applications-HSAS School form is GREEN (Tips for all CUNY applications including Macaulay)** – Please remember the following General information, also please refer to page 10-11 in the college procedures booklet.

- Correctly enter your 9 digit OSIS# (found on your transcripts and report cards).
  - Supply your counselor with the school GREEN form so I may use the information to organize and update Naviance.
  - There is an opportunity on the application to self-report 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. I have highlighted some of those on page 11 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.
- 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 check list of requirements.
  - Students must submit their application before they can request recommenders.
  - 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 work flow will be slightly different for those using CUNY First accounts.

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

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

**Macaulay Applicants-** The deadline for students, teachers and counselors to submit application materials is December 1, 2017 (FIRM) 6:00 PM EST. Students should plan to apply by **November 16, 2018** 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. The recommender should receive the email no later than 11/16 so the letter can be sent in a timely manner before 12/1 the firm deadline. Ms. Harris’s email [mharris4@schools.nyc.gov](mailto:mharris4@schools.nyc.gov)  
<https://macaulay.cuny.edu/admissions/applying-to-macaulay/>

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

6. **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 me immediately.

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 will receive a popup on Naviance where an electronic fee waiver is verified.