



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

Class of 2020 College Bulletin #1 September 2019

Dear Class of 2020: We will be returning to school shortly. It is our hope that you had a restful/productive/joyous summer. We are pleased to announce that we will be welcoming Ms. Colleen Teslik who will be joining our guidance department. She worked most recently at Brooklyn Latin High School, also a NYC specialized high school. We are very excited about this much needed addition to the HSAS guidance department.

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**

<https://www.hsas-lehman.org/wp-content/uploads/2019/06/20-20-college-application-proceedures-class-of-2020-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 **October 3, 2019** to review these procedures as a class. The booklet will be updated with any new and/or relevant changes by that date.

2. **Self-Recommendation UPDATE** –If you have had any interesting summer experiences/ recent accomplishments that were not included in your self- recommendation submitted in February you may send 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*). Please copy Ms. Teslik Cteslik@schools.nyc.gov on this email. Your update must be submitted no later than **Monday September 30, 2019**. 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 26, 2019**. 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/Ms. Teslik and your recommending teachers with the “official” Questbridge email by **Tuesday September 10, 2019 (as previously instructed)** 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 and you have started your portion of the application. No exceptions on the September 10, deadline will be made, the invitation email from Questbridge MUST be received by September 10, 2019.

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 for a college, that school must posted to your Naviance account in the “Colleges I am thinking about or applying to 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 we will randomly choose from those students who have properly listed the college on Naviance. Please keep in mind that your daily class schedule 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 spring 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, 2019. You must add colleges to Naviance and Common App separately. 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%7C636718396870061653&data=swlioD000kaH90eeq1KZQ1XZakq7NRmc0ooOwpkLF0Y%3D&reserved=0

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

6. Common App tutorials section-by-section

<https://www.youtube.com/playlist?list=PL8KEAorkN10CzbZnllkklg4N-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.

7. Other Applications- As noted in the college booklet some colleges use other applications. For example, Georgetown uses its own application. University of Maryland uses the Coalition Application exclusively. If you are applying to CUNY (including Macaulay) use ONLY the CUNY application. In such cases you will fill out your HSAS paper transcript accordingly and we will be able to transmit your school documents as required. No transcript requests are required for CUNY.

8. October 15, 2019-This is the earliest date that a college is permitted to set an application deadline (apart from the Questbridge scholarship). If you are certain that you have a firm deadline of October 15, 2019 please alert Ms. Harris/Ms. Teslik via email as soon as possible so we are aware. There are only a limited number of schools/programs that utilize such an early deadline, particularly since schools need time to prepare all the needed school documents. You should also let your recommending teachers be aware.

9. Parents and Email – Parents your emails are welcome any time. We are happy to respond as quickly as time allows. However, if you have questions that directly pertain to your child’s college process, grades or test scores please kindly make sure they are copied on ALL emails. This helps to facilitate effective communication and saves time.

10. 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 or terminology as it relates to the college process.

<https://documentcloud.adobe.com/link/track?uri=urn%3Aaaid%3Aascds%3AUS%3A30224d1e-f8ad-4d14-a4d5-c7a796888529>

See you soon. Ms. Michele Harris mharris4@schools.nyc.gov & Ms. Colleen Teslik Cteslik@schools.nyc.gov