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# BRIARCLIFF HIGH SCHOOL



**CLASS OF 2026**

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**COMMON APPLICATION  
&  
NAVIANCE WORKSHOP**

**SEPTEMBER 10, 2025**

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**DID YOU COMPLETE THE MICROSOFT  
FORM WITH YOUR GRADUATION GOWN  
MEASUREMENTS?**

**IF NOT, CHECK YOUR EMAIL AND DO IT  
NOW- FROM ERIN RYAN ON MONDAY,  
SEPTEMBER 8TH AT 11:02AM**

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# TRANSCRIPT

- **Check that the following items are correct:**
    - **Courses completed**
    - **Final grades**
    - **Regents exams taken and scores**
    - **Final weighted GPA**
      - ▶ **Note: PE, Dance, and Community Service are not factored into the GPA calculation**
    - **Senior year courses in progress (if you changed your schedule after Monday this will not be accurate - transcripts will be reposted to the portal at the end of the month for you to check for accuracy)**
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# **COLLEGE APPLICATION PROCESS SCREENCAST**

- 1. Transcript Release Form**
  - 2. Creating Your Common App Account & FERPA Waiver**
  - 3. Connecting Naviance & Common App**
  - 4. Adding Colleges to Naviance**
  - 5. Inviting Teacher Recommenders**
  - 6. Student Autobiographical Record**
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# COMMON APP - EDUCATION SECTION

- **Colleges & Universities**

- **Have you taken and paid for courses offered through WCC, Albany, and/or Syracuse? If so, select how many colleges you took courses through**
    - ▶ **Course details: check “Dual enrollment with high school”**
    - ▶ **From date** is September of the year you took your first course for that college
    - ▶ **To date** is June of the year you took your last course for that college (this date can be June 2026 if you are currently taking college courses and plan to pay for the credits)
    - ▶ **Degree earned: leave blank**
  - **The next slide has a list of college courses offered at BHS and the institution each course is associated with**
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# COMMON APP - EDUCATION SECTION

UAlbany in the HS - SUNY Albany	ECE - WCC	ECE - WCC continued
<ul style="list-style-type: none"> <li>- AP English Language &amp; Composition</li> <li>- AP English Literature &amp; Composition</li> <li>- AP French Language &amp; Culture</li> <li>- College English 11 H</li> <li>- College English 12 H</li> <li>- College English 12 R</li> <li>- College Forensic Science</li> <li>- College Introduction to Classism/Racism/Sexism (pre 2025-2026)</li> <li>- College Introduction to Psychology</li> <li>- College Multicultural Literature</li> <li>- College Science Research</li> <li>- French V/Intermediate French I</li> <li>- Intermediate French I</li> <li>- Intermediate French II</li> <li>- Intermediate Latin I</li> </ul>	<ul style="list-style-type: none"> <li>- AP Calculus AB</li> <li>- AP Calculus BC</li> <li>- AP Music Theory</li> <li>- AP Physics 1</li> <li>- AP Physics 2</li> <li>- AP Spanish Language &amp; Culture</li> <li>- College Algebra</li> <li>- College Band Ensemble 11/12</li> <li>- College Calculus 1</li> <li>- College Choreography &amp; Performance</li> <li>- College Chorus Ensemble 11/12</li> <li>- College Introduction to Dance</li> <li>- College Introduction to Film &amp; Digital Editing</li> <li>- College Introduction to Theater</li> <li>- College Music Theory</li> <li>- College Orchestra Ensemble 11/12</li> <li>- College Personal Finance</li> </ul>	<ul style="list-style-type: none"> <li>- College Pre-Calculus</li> <li>- College Pre-Calculus H</li> <li>- College Principles of Engineering</li> <li>- College Sports Management</li> <li>- College Write Out Loud</li> <li>- Intermediate Spanish I</li> <li>- Intermediate Spanish II</li> <li>- Spanish V/Intermediate Spanish I</li> </ul> <p style="text-align: center;"><b>SUPA - Syracuse</b></p> <ul style="list-style-type: none"> <li>- College Introduction to Sociology</li> </ul>

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# COMMON APP - EDUCATION SECTION

- **Grades**

- **Graduating class size: 95**
  - **Class rank reporting: None**
  - **GPA Scale reporting: 100**
  - **Cumulative GPA: Find this on the bottom of your transcript on the Student Portal**
  - **GPA weighting: Weighted**
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# COMMON APP - EDUCATION SECTION

- **Current or Most Recent Year Courses**

- **Course scheduling system: Semester**

- \* **Enter all of your courses, including PE**

- **Course level:**

- \* **Do not include Community Service**

- ▶ **If a course ends in "R" select "Regents"**

- ▶ **If a course ends in "H" select "Honors"**

- **If a course is both "Regents" and "Honors" select "Honors"**

- ▶ **If a course starts with "College" select "Dual Enrollment"**

- **If a course is both "Honors" and "Dual Enrollment" select "Dual Enrollment"**

- ▶ **If a course starts with "AP" select "Advanced Placement (AP)"**

- **If a course is both "Dual Enrollment" and "Advanced Placement" select "Advanced Placement (AP)"**

- ▶ **If a course does not apply to any of the above select "Regular/Standard"**

- **Course schedule: Select "Full Year" (most courses) or you can check "First Semester" or "Second Semester" if applicable**

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# OUTSIDE RECOMMENDATIONS

- **An outside recommender, if you are using one (this is not necessary), must be requested through the **Common App**:**
    - **Click the “**My Colleges**” icon > select a college > click “**Recommenders and FERPA**” > click “**Invite Recommender**” > you must assign the recommender on this page for each college you want the person to send the recommendation to**
  - **If a school is not on the Common App, the outside recommender may submit through the specific college portal or mail the letter to the admissions office**
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# COLLEGE SPECIFIC PORTALS

- **After submitting your application, you may be invited to access a school portal account. The link will be sent to the email you used to apply (Common Application)**
  - **Through the portal, you will be able to track your application status, documents submitted by counselors and teachers (this may be delayed by up to 10 business days!), and possibly upload additional documents**
  - **The portal is where you will see your admissions decision!**
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# STARS

- **Self-reported Transcript and Academic Record System**
    - **Formerly known as SRAR/SSAR**
    - **If you already have a log in for SRAR/SSAR, that log in will still work**
  - **Allows students to self-report courses, grades, and courses in progress - use your transcript to complete the STARS**
  - **You may also choose to self-report Regents, AP, PSAT, SAT and ACT scores**
    - **If you are applying test optional, do not enter test scores!**
  - **You will complete the STARS once and send it to any participating colleges/universities**
  - **Questions? SEE YOUR COUNSELOR!**
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# STARS - ENTER SCHOOLS SECTION

- **Grade Scale: Number Grades**
  - **Final grades are provided as: Full Year**
  - **Dates of Attendance:**
    - **From: 09/2022 (if you entered Briarcliff as a 9th grader)**
    - **To: 06/2026**
  - **Cumulative weighted GPA: Find this on the bottom of your transcript on the Student Portal**
  - **Cumulative unweighted GPA: Select "This school does not calculate or report an unweighted GPA."**
  - **Class Rank/Size: Select "This school does not provide rank information or I do not know it."**
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# STARS - ENTER COURSEWORK SECTION

- **Annual GPAs for each academic year can be found on your transcript on the Student Portal**
  - **Course Level:**
    - **If a course ends in “R” select “Regents”**
    - **If a course ends in “H” select “Honors”**
      - ▶ **If a course is both “Regents” and “Honors” select “Honors”**
    - **If a course starts with “College” select “Dual Enrollment”**
      - ▶ **If a course is both “Honors” and “Dual Enrollment” select “Dual Enrollment”**
    - **If a course starts with “AP” select “AP (Advanced Placement)”**
      - ▶ **If a course is both “Dual Enrollment” and “AP” select “AP (Advanced Placement)”**
    - **If a course does not apply to any of the above select “Standard”**
  - **Course Length: select “Full Year” (most courses) or you can check “Semester” if applicable**
    - **For semester courses: Enter the final grade only for the semester you took the course. After you click “Save Course” the other semester will disappear and the course will correctly default to 0.5 credits.**
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# IMPORTANT DATES

- **Senior Information Night - Tonight @ 7:00pm via Zoom.** The link for this event was sent on Monday to seniors and parents/guardians.
  - **Senior Family College Conferences with Counselor - Begin tomorrow.** An email with a link to Microsoft Bookings was sent to seniors and parents/guardians on Monday. These conferences should be scheduled during a free period/lunch. PE is not a free period. Parents may come in-person or participate via Teams/phone.
  - **College Rep Visits - Begin tomorrow; meetings will take place in the College Conference Room**
  - **College Application Drop-In with Counselors - 8:00am-8:30am and during the CLEAR periods in the CLIFF**
    - **Weeks of 9/15, 9/29, 10/14, and 10/24**
  - **Initial transcripts uploaded to Naviance - October 1st**
  - **College Essay Drop-In with English Teachers - Wednesday, October 15th (PSAT day).** More information will be sent in the coming weeks.
  - **Financial Aid Night with Marist University - TBD (evening via Zoom).** The link for this event will be sent to parents/guardians prior to the event.
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**BRIARCLIFF**  
**H I G H S C H O O L**

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