

Student Responsibilities:

- Research college and program-specific requirements
- View colleges visiting Hewlett on Naviance and register for in-person meetings in PPS. (see list in folder)
- Attend College Fair at Adelphi University on September 30th
 - Free bus will be available; includes a campus tour of Adelphi
 - Complete permission slip and return to PPS.
- Read all emails from applied colleges and PPS Office
- Transcripts will be mailed home for verification
- Submit Transcript Verification to Mrs. Radcliffe (Registrar) located in PPS/Guidance
 - No transcripts will be released without student and parent signatures
- Transcript Request Form is located on the PPS/Guidance website via Google Forms. 1 request per school must be completed.
- College list MUST match colleges listed on your Naviance account
 - Add all applied colleges to Naivance; commonapp and direct apps
 - Update Naviance account to reflect correct deadline dates and application type
- Communicate with your recommending teachers regarding deadlines.
 - After confirming with teacher, add their name to your Naviance account.
 - Fill out teacher form on Naviance under About me>Surveys
 - Allow at least 4 weeks for teachers to complete and submit letter
 - Write teachers' names in order of priority on each Google Form
- Write and proofread essays and supplemental essays

Student Responsibilities:

- Beware of ALL college admissions deadlines
- Beware of colleges that require self-reported transcripts
 - STAR and/or Common App
 - Use Yearly Option when reporting; do not use quarter or semester
 - Type class title as it appears on your transcript
 - Indicate correct credit amount (ex. .05 or 1 credit)
- Submit/pay for individual applications
- Send official scores from testing agency directly to colleges
- Schedule counselor meeting during your free period after September 18th
- Stay current with application status
 - **Colleges will email student 'application status' account login information**
- Attend Financial Aid Night on October 28th to learn process
 - FAFSA opens October 1st
 - CSS Profile may be required for additional information
- Submit Absent for College Visit to Attendance Office prior to visiting a college. (in folder)
 - Student must obtain official proof of visit if missing classes at HHS and submit to Attendance Office

Prior to Counselor Meeting Complete the Following:

- Submit parent and student brag sheets no later than October 1st.
 - Student/Parent Brag Sheets are available on the PPS/Guidance website via Google Forms
- Submit an updated Activity List
 - Needed for counselor and teacher recommendation letters
- Continue working on Commonapp and other applications
 - For Linking purposes: Complete Education section and add at least one school
 - Click on Recommenders and FERPA tab and electronically sign form, waiving your rights to view recommendations letters
- Match Naviance Account with Commonapp ([view video](#))
 - Click 'Colleges I'm Applying to' and look for large Match sign.
- Ask/Confirm two teachers for recommendation letters
 - Requests must be made after August 1st. Any requests made prior must be submitted once again.



Application Terminology

- **Early Decision: (Usually Nov 1 or Nov 15)**
Binding agreement with college stating student must attend if accepted. Decision made on or about December 15.
- **Early Action/Priority: (Usually Oct 15 - Nov 15)**
Non-binding application. Decisions usually made by mid-December.
- **Rolling Admissions:**
First come, first served. Applications are processed as they 'roll' in and decision is quickly 'rolled' back to student.
- **Regular Decision: (Usually Jan 1 – March 1)**
Decisions are made after deadline date has lapsed. Most decisions letters are mailed in early April.
- **Single Choice (Restrictive) Early Action:**
A few of the most competitive colleges offer this non-binding admission policy. Students may apply to a single choice college, however they are not permitted to apply to other schools using the EA/ED option during this period.

**Student must submit Pink Transcript Request form
15 school days prior to first deadline date.**