BRIARCLIFF HIGH SCHOOL

CLASS OF 2027

COMMON APPLICATION
&
NAVIANCE WORKSHOP

SEPTEMBER 9, 2026

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

IF NOT, CHECK YOUR EMAIL AND DO IT NOW- FROM ERIN RYAN ON THURSDAY, SEPTEMBER 3RD AT 11:30AM

TRANSCRIPT

- Check that the following items are correct:
  - Courses completed
  - Final grades
  - Final weighted GPA
    - Note: PE, Dance, and Community Service are not factored into the GPA calculation
  - Senior year courses in progress (if you added or removed a class after August 17th this will not be accurate - transcripts will be reposted to the portal at the end of the month for you to check for accuracy)

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
7. Additional Resources

COLLEGE DUAL ENROLLMENT COURSES

- As you may know, this year Briarcliff Manor UFSD is paying for all of our students enrolled in college-level dual enrollment courses!
- Information will be forthcoming from your teachers regarding registration instructions. You must register for the course(s) prior to the deadline indicated by UHS/WCC/SUPA.
  - UHS, WCC, and SUPA have different processes for how to indicate the district is paying for the course. Do not pay for the course! Please consult your teacher if you have questions while registering.
- An opt-out form will be forthcoming with instructions for students who do not want to receive college credit for the courses. Please consult your counselor before making this decision!

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 2027 if you are currently taking college courses and do not plan to opt-out of the district paying for the course)**
    - **Degree earned: leave blank**
  - **The next slide has a list of college courses offered at BHS and the institution each course is associated with; linked here is a comprehensive list of the dual enrollment courses offered at BHS**

COMMON APP - EDUCATION SECTION

UAlbany in the HS - SUNY Albany

- AP English Language & Composition
- AP English Literature & Composition
- AP French Language & Culture
- College English 11 H
- College English 12 H
- College English 12 R
- College Forensic Science
- College Introduction to Classism/ Racism/Sexism (not college for the 2025-2026 school year)
- College Introduction to Psychology
- College Multicultural Literature
- College Science Research 11 & 12
- French V/Intermediate French I
- Intermediate French I Pre-AP
- Intermediate French II
- Intermediate Latin I

ECE - WCC

- AP Calculus AB
- AP Calculus BC
- AP Music Theory II
- AP Physics 1
- AP Physics 2
- AP Spanish Language & Culture
- College Algebra
- College Band Ensemble 11 & 12
- College Calculus 1
- College Choreography & Performance
- College Chorus Ensemble 11 & 12
- College Introduction to Dance
- College Introduction to Film & Digital Editing
- College Introduction to Theater
- College Music Theory I
- College Orchestra Ensemble 11 & 12
- College Personal Finance

ECE - WCC continued

- College Pre-Calculus
- College Pre-Calculus H
- College Principles of Engineering
- College Sports Management
- College Write Out Loud
- Intermediate Spanish I Pre-AP
- Intermediate Spanish II
- Spanish V/Intermediate Spanish I

SUPA - Syracuse

- College Introduction to Sociology

COMMON APP - EDUCATION SECTION

- **Grades**
  - **Graduating class size: 117**
  - **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**

COMMON APP - EDUCATION SECTION

- **Current or Most Recent Year Courses**
  - **Course scheduling system: Semester**
  - **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 "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**

- **Enter all of your courses, including PE**
- **Do not include Community Service**

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**

COLLEGE SPECIFIC PORTALS

- **After submitting your application, you will be invited to access a school portal account. The link will be sent to the email you used to apply (the email you used to create your Common Application/ school application account)**
- **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!**

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!

STARS - ENTER SCHOOLS SECTION

- **Grade Scale:** Number Grades
- **Final grades are provided as:** Full Year
- **Dates of Attendance:**
  - From: 09/2023 (if you entered Briarcliff as a 9th grader)
  - To: 06/2027
- **GPA and Class Rank:**
  - **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.”
  - Click “Continue”

STARS - ENTER SCHOOLS SECTION

- **Numeric to Letter Conversions:**
  - **Grades on a 100-point numeric scale (e.g. 0-100) including decimals**
  - **Highest unweighted grade you can receive at BHS: 100**
  - **Lowest unweighted grade you can receive at BHS: 0**
  - **Check the box next to "Numeric Grades at Briarcliff High School include decimals (e.g. 88.9 or 88.95)"**
  - **Numeric-letter grade translation, check the box next to each letter:**
    - **A: 90-100**
    - **B: 80-89**
    - **C: 70-79**
    - **D: 65-69**
    - **F: 0-64**
  - **Click "Update Grading Scale"**

STARS - ENTER SCHOOLS SECTION

- **School Counselor:**
  - **Mrs. Amanda Alayo - 914-488-8399 - AAlayo@briarcliffschools.org**
  - **Mrs. Jeanine Isabella - 914-488-8727 - JIsabella@briarcliffschools.org**
  - **Mr. Michael Muranelli - 914-488-8227 - MMuranelli@briarcliffschools.org**
  - **Mrs. Meredith Safer - 914-488-8228 - MSafer@briarcliffschools.org**
  - **Click “Continue”**

STARS - ENTER COURSEWORK SECTION

- **STARS EasyImport: You may be able to upload your transcript using the transcript on your student portal! You MUST check it for accuracy**
- **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.**

- **Enter all of your courses, including PE**
- **Do not include Community Service**

IMPORTANT DATES

- **Senior Information Night - Tonight @ 7:15pm via Zoom. The link for this event was sent yesterday 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 yesterday. 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 Monday, September 14th; meetings will take place in the College Conference Room**
- **Initial transcripts uploaded to Naviance - October 1st**
- **College Essay Drop-In with English Teachers - Wednesday, October 14th (PSAT day). More information will be sent in the coming weeks.**
- **Financial Aid Night with Marist University - TBD (evening presentation via Zoom). The link for this event will be sent to parents/guardians prior to the event.**

BRIARCLIFF

HIGH SCHOOL