

# The College Application Process

## Student Role

- Be sure to use the same exact e-mail address for college applications, SchoolTool and Naviance
- Identify colleges/majors of interest (utilize Naviance and other search engines)
- Attend College Kick-Off (August) and College Fair (October) for information
- Research college admissions requirements and deadlines
- Visit colleges and determine the ones to which you will apply
- Put list of colleges in Naviance
- Register to retake October SATs and/or ACTs (by early September deadline) if needed
- Read Senior Newsletters and check e-mail frequently for important college and scholarship information
- Ask for letters of recommendation in person, then electronically in Naviance
- Complete college essay
- Complete college applications; attend application workshops if needed
- If you took college courses in high school through CCC, Syracuse U. or RIT, arrange for your official transcripts to be sent to colleges to which you've applied
- Send official AP scores to colleges through The College Board if applicable
- Provide school counselor with College Application Checklist for each school once application has been submitted
- Athletes – register with NCAA Clearinghouse for Division I or II athletics
- Search for scholarships and apply
- Regularly check e-mail for college correspondence
- Request Mid-Year Reports and transcripts for scholarship applications
- Contact college admissions offices with questions or concerns
- Maintain good senior year academics and attendance
- Once admissions decisions have been received, choose your college
- Complete that college's requirements for paperwork, housing, health info, etc...
- Complete Senior Survey in June, to ensure that your final transcript is sent to the correct college

## Parent/Guardian Role

- Assist student with college searches, decision-making and visits if possible
- Attend College Kick-Off, College Fair and Financial Aid programs for information
- Assist with payment of application and testing fees
- Assist student athletes with NCAA Clearinghouse registration and correspondence with coaches, etc...
- Activate parent Naviance account
- Help student stay on top of deadlines
- Help student maintain good attendance and work habits
- Read Parent Newsletters for important information
- Check over college applications prior to submission
- Together with student, complete FAFSA online for financial aid after January 1st
- Encourage student to apply for scholarships
- Assist student with meeting important college deadlines and requirements regarding housing, required paperwork, health information/physicals, etc...

## **School Counselor Role**

- Assist students with decision-making, if needed, in regard to choice of major, types of colleges to apply to, etc...
- Provide students and families with general college and admissions information
- Remind students of SAT/ACT and scholarship deadlines
- Counsel students on which applications to use
- Help students create a to-do list
- Provide guidance on college essay writing
- Provide assistance with application completion if needed
- Assist eligible students with application or testing fee waivers
- Assist HEOP/EOP candidates with admissions requirements
- Check transcripts for accuracy
- Write letters of recommendation when applicable
- Upon receipt of College Application Checklists, prepare and send transcripts and supporting documents to colleges
- Maintain student files with recommendation letters, application checklists, and other forms as needed
- Send transcripts to NCAA Clearinghouse for Division I and II athletes
- Support students in maintaining good grades and completing graduation requirements
- Contact colleges on behalf of students when applicable
- Encourage students to apply for scholarships
- Send final transcripts upon receipt of senior surveys