

RESPONSIBILITIES IN COLLEGE ADMISSIONS PROCESS

Student Responsibilities	Counseling Staff
<p>Students must make decisions about the colleges they will apply to and the college they will attend. Their responsibilities include the following:</p> <ol style="list-style-type: none"> 1. Research colleges 2. Attend college visits/presentations arranged by the Guidance Department in the fall of senior year 3. Obtain and complete applications either through the Common App, The CUNY or SUNY Apps, The Coalition or the individual college's application 4. Check college websites for specific admissions requirements 5. Meet college deadlines for applications (ED, EA, REA, Regular or Rolling Admissions) and admission deposits 6. Register for standardized tests and meet designated deadlines for registration (SAT, ACT) 7. Send standardized test scores to the colleges (ie. College Board, ACT, TOEFL) 8. Visit colleges and arrange for interviews 9. Check for financial aid deadlines and complete financial aid application online (ie. FAFSA, TAP, CSS Profile) 10. Fill out the College Questionnaire and return to your counselor 11. Review your transcript and inform your counselor of any errors or changes 12. The Guidance Department DOES NOT FORWARD TEACHERS' LETTERS OF RECOMMENDATION to colleges. Students are required to check with their teachers to ensure that teacher letters of recommendation have been sent either through Naviance or standard mail. If the college requests letters to be mailed, students are responsible for providing a stamped envelope with the specific college admissions address to each teacher. 13. Request the Guidance Department to forward transcript and counselor recommendation after student section of the application has been completed. Submit this request via your counselor's Google Classroom at least 10 SCHOOL DAYS BEFORE the application deadline. 14. If colleges request quarter or mid-year grades, students must fill out and submit the appropriate request form on your counselor's Google Classroom. 15. Consult with your counselor whenever you have questions and/or concerns. 	<p>The responsibilities of the counseling staff in the college admissions process include the following:</p> <ol style="list-style-type: none"> 1. Arrange for college information program 2. Educate students on how to navigate Naviance 3. Inform students of standardized test dates and registration procedures 4. Discuss college and career choices with students and students 5. Interpret college admissions policies, applications, catalogs and bulletins 6. Provide information regarding scholarship and financial aid 7. Serve as a liaison with college admissions representatives and others 8. Prepare high school transcripts 9. Write counselor recommendation (<i>separate from teacher recommendations</i>)