

WHAT YOU NEED TO KNOW TO COMPLETE YOUR COLLEGE APPLICATIONS

COUNSELING CENTER

SOUTH SIDE HIGH SCHOOL

ROCKVILLE CENTRE, NY

WWW.RVCSCHOOLS.ORG

2023-24

Introduction

The following are all of the procedures involved in the college application process for students. We need you to follow these instructions carefully so that ALL of the colleges you are applying to receive your applications, transcripts, and all of the supporting application materials on a timely basis.

Completing your application, step by step:

1. Register with the Common Application, finalize your college list and match your Common App account to Naviance Family Connection – ***See Instructions #1 and #2.***
2. Letters of Recommendation should have been submitted.
3. Create or update your high school resume.
4. Review/write your essays with your counselor or English teacher.
5. Have your SAT or ACT scores sent directly to each college to which you are applying (www.collegeboard.org for SATs and www.act.org for ACTs).
6. Use your personal email address and password for your applications.
7. Complete your online application(s) – ***See Instructions #3.***
8. Complete the college application Transcript Release Form listing the colleges to which you are **currently** applying and bring it to your guidance counselor.
9. **Before** hitting send on the electronic applications, make an appointment with your counselor to review ALL parts of the application.
10. Create a SRAR account and send report to any colleges that require it.
11. After your counselor's approval, submit your applications.

Instructions #1 – COMMON APPLICATION

1. Go to www.commonapp.org (The Common Application is accepted by over 500 colleges and universities – NOT CUNY).
2. If a college utilizes the Common Application – USE it. You should use it to apply to the SUNY schools that take the Common Application as well.
3. Create a user name and password and complete the Education Section.
4. Go into the “My Colleges” section to search for and add schools to your application. As you work on the individual sections for each school, you must click on ‘Recommenders and FERPA’. Please complete the FERPA

agreement and check that you will waive your right to see the recommendation letters.

5. **Do not click on 'Invite and Manage Recommenders' to add your teachers who will be writing recommendations.** This will actually be done by the counseling staff through Naviance.
6. Make sure you complete all supplemental forms.
7. Have your counselor review all forms before you hit submit.
8. You will need to have a credit card number to pay for the applications.

Instructions # 2 - NAVIANCE

1. Make sure you have the Naviance Student user name and password that you created – if you don't, see your counselor.
2. Sign into Naviance Student at <https://student.naviance.com/sside> and go to the College tab.
3. If you haven't done so, click on *Colleges I am Thinking About* and update your list of colleges.
 - a) To complete your own college search on Naviance and add schools to the *Colleges I'm Thinking About*, click on the 'Colleges' tab.
 - b) Then click on 'College Search'.
 - c) You may also click on 'College Lookup' to find more information about the college.
 - d) By clicking on 'Colleges I'm Thinking About', you will see all of the colleges that you have added to your list.
 - e) Click the 'Compare Me' link which will show your student data in comparison with the data of those students who have applied from South Side in past years.
 - f) Also in the 'Colleges I'm Thinking About' list is the option to click on the graph which will graphically show you where you stand in comparison to others who have applied from South Side in past years.

4. In order for the Counseling Center to successfully send important documents to your colleges, **matching your Naviance account to your Common App Account** is a mandatory step. In order to match these accounts, you must have already created a Common App account and completed the education section (found in the Common App tab) as well as the Recommenders & FERPA task (found in the My Colleges tab). Once this is done, go to your Naviance page and click on ***Colleges I'm applying to*** and then click ***Match Accounts*** in the pink ribbon at the top of the page. You will be redirected to the Common App homepage where you will need to enter your username and password. Once this is complete, your accounts will be matched. If you have any issues completing these steps, please come to the Counseling Center.

5. You may complete the College Application Transcript Release Form listing all colleges you are applying to at that time along with the names of the teachers who have graciously agreed to write letters of recommendation for you. Based on this Transcript Release Form, the Counseling Center will update the *Colleges I'm Applying To*, to make sure the proper documentation is submitted to the colleges. **You will not be able to update the schools on your *Colleges I'm Applying To*.**

Instructions #3 - APPLYING ONLINE

1. South Side High School's counseling center is sending necessary documents to colleges electronically, including transcripts and secondary school reports, to those schools that accept electronic submission from the high school. To be successful, however, you must avoid certain pitfalls:
 - a. If you hit the submit button before your counselor reviews the application, you will not have the opportunity to have your counselor help you check for accuracy, spelling and to read your essays – **so meet with your counselor before hitting the SEND button.**

 - b. **If you do not complete and submit the College Application Transcript Release Form, the high school forms will NOT be sent, delaying the decision. Students have missed application deadlines and thus were rejected when this happened.** No application is complete until the submission of ALL forms to the college. Many, if not most, colleges will not review an application until EVERYTHING is received. Please note: It takes approximately 2 to 6 weeks for documents to be processed by the college – therefore, do not get nervous if the college states that your application is not complete until after a month!!!

2. You must complete the College Application Transcript Release Form listing all colleges, deadlines and the application you are using – e.g., the Common Application, CUNY online, etc. This Transcript Release Form must also include the names of the two teachers who will be submitting letters of recommendation. If you submit additional college applications, another College Application Transcript Release Form must be filled out and submitted to your counselor.
3. You will go on-line to the Common Application website (www.commonapp.org), the CUNY online application website (www.CUNY.edu) for the on-line application or, if the college is not on the Common Application, to the web address of the college.
4. You will read the instructions for each question and answer them appropriately. You may write the essay in Word to utilize spell check, grammar check and word count. Once corrected and finished, you should copy and paste into the box on the Common Application. You must continue to fill out the extra questions for each school and complete that whole section.
5. You must then save the application and the additional sections and write down the common application username and password to bring it to the guidance counselor to log in and review with the counselor.
6. The student pays the appropriate fee either by credit card online or a check sent.

SCHOOL INFORMATION FOR APPLICATIONS

SOUTH SIDE HIGH SCHOOL

140 Shepherd Street
Rockville Centre, NY 11570
www.rvcschools.org

Counseling Center phone: 516-255-8960
Fax: 516-255-8823

CEEB Code: 334885

Director of School Counseling K-12:

Kelly Ramsey – kramsey@rvcschools.org

Counselors:

Greg Brennan – gbrennan@rvcschools.org
Kevin Downey – kdowney@rvcschools.org
Alexandra Foukalas – afoukalas@rvcschools.org
Marcy Pedone – mpedone@rvcschools.org
Joanna Zweben – jzweben@rvcschools.org

Student Responsibility for the College Application Process

- Attend all possible information sessions on college (college fairs, college visits, etc.).
- Apply for and take any Standardized Test required by the college of your choice (SAT, ACT).
- Request teacher recommendations as soon as possible.
- Accurately complete the student portion of all applications.
- Prepare a copy of your essay.
- Prepare final copy of your activity resume.
- Follow procedures for filing applications with the Counseling Center. Students must schedule an appointment with their counselor to review all applications. For Early Action and Early Decision applications, this MUST happen no later than three weeks prior to your earliest deadline. Remaining applications must be submitted two weeks prior to Thanksgiving.
- Athletes file NCAA eligibility form and complete transcript release.
- Make appointments for interviews
- Request standardized test scores be sent to colleges and the NCAA through Actstudent.org and/or Collegeboard.org.
- Match your Naviance account to your Common App account.

SRAR INFORMATION SHEET

ENGLISH	MATHEMATICS	HEALTH	BUSINESS
ENGLISH 9 ADV S	CC ALGEBRA 1 R	HEALTH 10 S	CAREER & FINANCIAL MGMT. S
ENGLISH 10 ADV. S	CC GEOMETRY R	HEALTH 12 S	BUSINESS LAW S
ENGLISH 11 IB	GEOMETRY LAB. S		COMM LAW (COL CR.) DE
ENGLISH 11 R R	CC ALGEBRA 2 R	WORLD LANGUAGES	ACCOUNTING S
ENGLISH 12 IB IB	ALGEBRA 2 LAB. S	SPANISH 3 S	ACCOUNTING (COL. CR.) DE
ENGLISH 12 R S	MATH ADVANCED TOPICS ADV	SPANISH 4 R	MARKETING S
CREATIVE WRITING S	MATH CONCEPTS S	IB SPANISH 5 IB	MARKETING (COL CR.) DE
PUBLIC SPEAKING S	IB MATH APPLICATIONS YR. 1 IB	IB SPANISH 6 IB	ENTREPRENEURSHIP S
EIA SPT.10th GR. S	IB MATH APPLICATIONS YR. 2 IB	FRENCH 3 S	IB BUSINESS MGMT. YR. 1 IB
EIA SPT.11th GR. S	IB MATH ANALYSIS IB	FRENCH 4 R	IB BUSINESS MGMT. YR. 2 IB
EIA SPT. 12th GR. S	AP CALC(AB) AP	IB FRENCH 5 IB	VIRTUAL ENTERPRISE S
	AP CALC (BC) AP	IB FRENCH 6 IB	
THEATRE ARTS	AP STATISTICS AP	ENL ENGLISH S	TECHNOLOGY
THEATRE ARTS I S	IB MATH APP. SUPPORT S	SPANISH 3 SUPPORT S	WOOD DESIGN S
THEATRE ARTS II S		ITALIAN 1 S	INTRODUCTION TO CODING S
IB THEATRE ARTS 1 IB	SCIENCE	AMERICAN SIGN LANGUAGE S	TV PRODUCTION S
IB THEATRE ARTS 2 IB	LIVING ENVIRONMENT R		MORNING NEWS - SEM. 1 S
PLAY PROD. S	LIVING ENVIRONMENT SUPPORT S	MUSIC	MORNING NEWS - SEM. 2 S
	CHEMISTRY ADV. ADV	CONCERT BAND S	AP COMPUT SCIENCE PRINC. AP
INT.BACCALAUREATE	CHEMISTRY R	WIND ENSEMBLE ACC	
INTERDISCIPLINARY	CHEMISTRY SUPPORT S	CONCERT ORCHESTRA S	
THEORY OF KNOW. IB	IB PHYSICS SL IB	CHAMBER ORCHESTRA ACC	
IB DPL RESEARCH IB	IB PHYSICS HL IB	STAGE BAND S	
	PHYSICS R	JAZZ ENSEMBLE ACC	
SAT PREP	IB BIOLOGY YR. 1 IB	CHORALEERS S	BOCES
SAT PREP VERBAL S	IB BIOLOGY HL IB	CHAMBER SINGERS ACC	BOCES AM S
SAT PREP MATH S	IB CHEMISTRY YR. 1 IB	MUSIC THEORY S	BOCES PM S
	IB CHEMISTRY HL IB	IB MUSIC YR. 1 IB	
SOCIAL STUDIES	IB ENVIR. SYSTEMS IB	IB MUSIC YR. 2 IB	
GLOBAL 9 ADV. S	SCIENCE RESEARCH SKILLS 1 S	MUSIC TECHNOLOGY S	PHYSICAL EDUCATION
GLOBAL 10 ADV. R	SCIENCE RESEARCH SKILLS 2 S		PE MAKEUP(1) S
IB HISTORY 11 IB	ANATOMY & PHYSIOLOGY S	ART	PE (SEM 1) S
IB HISTORY 11 R R	MARINE BIOLOGY S	STUDIO ART 1 S	PE (SEM 2) S
IB HISTORY 12 IB	ASTRONOMY S	PAINTING & DRAWING 1 S	
INTRO PSYCH S or H	LI RESOURCES S	PAINTING & DRAWING 2 S	
IB PSYCHOLOGY SL IB	FORENSIC SCIENCE S	SCULPTURE & CERAMICS 1 S	KEY:
CONTEMP. ISSUES S		SCULPTURE & CERAMICS 2 S	\$ = STANDARD
ECONOMICS S		IB PORTFOLIO VISUAL ART 1 IB	IB = IB
IB HISTORY 11 SPT. S		IB VISUAL ART 2 IB	R = REGENTS
IB FILM STUD. YR. 1 IB		INTRO TO COMP. GRAPHICS S	ADV= ADVANCED
IB FILM STUD. YR. 2 IB		INTRO TO 3-D COMP. MODELING S	DE = DUAL ENROLLMENT
		IND. PROJECTS IN ART S	AP = ADVANCED PLACEMENT
		PHOTOGRAPHY 1 S	H = HONORS
		PHOTOGRAPHY 2 S	ACC = ACCELERATED
			P = PASS

HELPFUL HINTS

- We use a 100 point scale, not 4.0
- Most classes are yearly (1.0)
- Check credit values – some classes are .50 or .25
- Support classes with the exception of math are P with 0 credit
- No unweighted GPA is provided
- No rank is provided
- No GPA by year is provided
- All 12th grade courses should say IP (in progress)
- For dual enrollment classes you do not need to indicate the college
- You do not need to add SAT, ACT, IB or Regents scores, but you can if you want to
- Once submitted, you will need to link the SRAR to each school's portal
- Pay attention to the rules for each school since they vary
- Do not list CAS & Essay

Creating a SRAR/SSAR account.

- Go to srar.selfreportedtranscript.com/createaccount
- Click Create SRAR Account.
- Follow the steps on screen to set up your SRAR/SSAR account. We will ask you to enter the following information:
 - First Name
 - Last Name
 - Email Address
 - **This should be the same email address used to submit your college application. Also please note that you are required to use a unique email address that has not been used by anyone else. *USE PERSONAL EMAIL
 - Student Type
 - High School Graduation Year
 - This is the year you expect to be graduating from High School. If you need to change this later on, you can do so from the 'Enter High School' screen.
- Create a password
 - Your password is required to be between 8 and 20 characters and a mix of letters, numbers, and one or more of ONLY the following characters:
!,@,#,?,\$,%,*,=, *RECOMMEND USING THE SAME LOGIN INFORMATION YOU USED FOR THE COMMON APP
- Click Continue
- Enter your Birth Date (MM/DD/YYYY)
- Select the Country you live in (optional)
- Enter your home address including, Zip/Postal Code, Street Address, and City (optional)
- Select the State you live in (optional)
- Click Complete

Congratulations 🎉! Your SRAR/SSAR account creation is complete.

NOW YOU CAN COMPLETE THE SRAR/SSAR USING YOUR TRANSCRIPT AND THE INFORMATION SHEET PROVIDED!

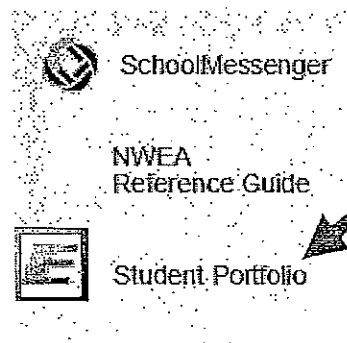
COLLEGES THAT REQUIRE THE SRAR/SSAR

- Baylor University**
- Binghamton University, State University of New York**
- Clemson University
- Duquesne University**
- Florida A & M University
- Florida Atlantic University
- Florida Polytechnic University
- Florida State University
- Kean University
- Louisiana State University
- Montclair State University **
- New College of Florida**
- New York University (NYU)
- Northeastern University
- Pennsylvania State University
- Rutgers University, Camden
- Rutgers University, Newark
- Rutgers University, New Brunswick
- Texas A&M University
- United State Air Force Academy
- University at Buffalo, State University of New York**
- University of Connecticut**
- University of Delaware
- University of Florida
- University of Minnesota Twin Cities
- University of North Florida
- University of Oregon
- University of Pittsburgh
- University of Rhode Island
- University of South Florida
- University of Tennessee, Knoxville
- University of Texas at Arlington**
- University of Texas at San Antonio
- University of West Florida
- Virginia Tech

**DENOTES NOT REQUIRED IF THE HIGH SCHOOL IS SENDING AN OFFICIAL
TRANSCRIPT

To View a Transcript on the Powerschool Portal

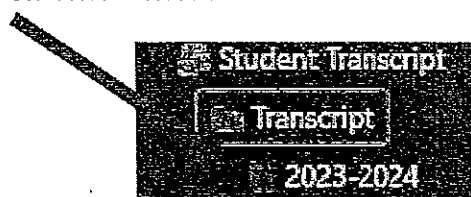
- 1) Log in to the Powerschool Portal on a computer. (It does not work on the mobile app.)
- 2) On the Navigation Bar on the left side of your screen, click 'Student Portfolio'.



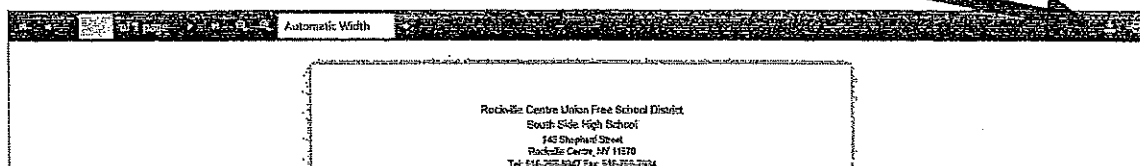
- 3) On the top left side of this new window, click on 'Student Transcript'



- 4) Then click on '2023-2024'.



- 5) Then you will see your transcript. You can download or print the transcript by clicking on those icons on the top right.



Senior Year: Important Dates 2023-24

SAT EXAMS:

- November 4th - Register by 10/5; late deadline 10/24
- December 2nd - Register by 11/2; late deadline 11/21

ACT EXAMS:

- October 28th - Register by 9/22; late deadline 10/6
- December 9th - Register by 11/3; late deadline 11/17

12TH GRADE PARENT NIGHT/COLLEGE FAIR:

- September 18th - 6:45 pm

NCAA: STUDENT ATHLETE WORKSHOP:

- October 4th - 7 pm
- Athletes register online - www.ncaaclearinghouse.net.
Send SAT/ACT scores using code "9999"

FINANCIAL AID NIGHT:

- November 8th - 6:15 pm

ALUMNI DAY:

- December 21st - 1:00 pm

College Rep Virtual Visits - visit Naviance under colleges for list of colleges, dates and times. Check periodically for updates and additions. Listen for announcements.

When should I meet with my School Counselor?

*** EARLY DECISION or EARLY ACTION applications (Oct. 15th or Nov. 1st deadlines)
Please schedule your meeting with your School Counselor by **FRIDAY, SEPTEMBER 29th**

***All other application requests must be in the Counseling Center **TWO WEEKS PRIOR TO THANKSGIVING.**