

DEFINITIONS OF ADMISSION OPTIONS IN HIGHER EDUCATION



National Association for
College Admission Counseling
Guiding the way to higher education

STUDENTS: WHICH COLLEGE ADMISSION PROCESS BEST SUITS YOU?

Non-Restrictive Application Plans

Regular Decision

DEFINITION:

Students submit an application by a specified date and receive a decision in a clearly stated period of time.

COMMITMENT:

NON-BINDING

Rolling Admission

DEFINITION:

Institutions review applications as they are submitted and render admission decisions throughout the admission cycle.

COMMITMENT:

NON-BINDING

Early Action (EA)

DEFINITION:

Students apply early and receive a decision well in advance of the institution's regular response date.

COMMITMENT:

NON-BINDING

Restrictive Application Plans

Early Decision (ED)

DEFINITION:

Students make a commitment to a first-choice institution where, if admitted they definitely will enroll. The application deadline and decision deadline occur early.

COMMITMENT:

BINDING

Restrictive Early Action (REA)

DEFINITION:

Students apply to an institution of preference and receive a decision early. They may be restricted from applying ED or EA or REA to other institutions. If offered enrollment, they have until May 1 to confirm.

COMMITMENT:

NON-BINDING

Students are not restricted from applying to other institutions and have until May 1 to consider their options and confirm enrollment.

Students are responsible for determining and following restrictions.

College Standardized Testing Calendar

2019 - 2020

Standby testing is no longer permitted, you must register in advance.

SAT Subject Tests are best taken in June at the very end of coursework.
Register for any June 2020 tests by March 1 as June test centers fill up early.

Students with Disabilities who receive any accommodations beyond time and a half should register at least 12 weeks in advance of the desired test date. Allow 14 weeks if you wish to test in June.

SAT/SUBJECT TEST CALENDAR

Register at <http://collegeboard.org> – The Cold Spring Harbor code is: 331437.

Information for students with disabilities: <http://sat.collegeboard.org/register-for-student-with-disabilities>.

TEST DATE	REGISTRATION DEADLINE*
August 24, 2019	July 26, 2019 Late registration August 13, 2019
October 5, 2019	September 6, 2019
November 2, 2019	October 3, 2019
December 7, 2019	November 8, 2019
March 14, 2020	February 14, 2020
May 2, 2020	April 3, 2020
June 6, 2020	May 8, 2020

ACT CALENDAR

Register at <http://www.actstudent.org/> - the Cold Spring Harbor code is: 331437.

Information for students with disabilities: <http://www.actstudent.org/regist/disab/>.

TEST DATE	REGISTRATION DEADLINE*
September 14, 2019	August 16, 2019
October 26, 2019	September 20, 2019
December 14, 2019	November 8, 2019
February 8, 2020	January 10, 2020
April 4, 2020	February 28, 2020
June 13, 2020	May 8, 2020
July 18, 2020 (Not in NYS)	June 19, 2020

COLLEGE APPLICATION PROCESS

September 2019

HOW TO LINK YOUR COMMON APP ACCOUNT WITH YOUR NAVIANCE ACCOUNT



EXPLORE

PLAN

APPLY

Counselors and recommenders ▾

Members ▾



Log in

Create an Account

Your future starts here

Whether you're applying to college for the first time or looking to complete your degree, Common App will help you reach new heights.

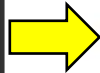
Apply now





Let's get started!

Welcome to the Common Application! Please tell us how you will use the system so we can prepare your account. If you are unsure, we encourage you to explore each option before you continue.



First year student



Transfer student



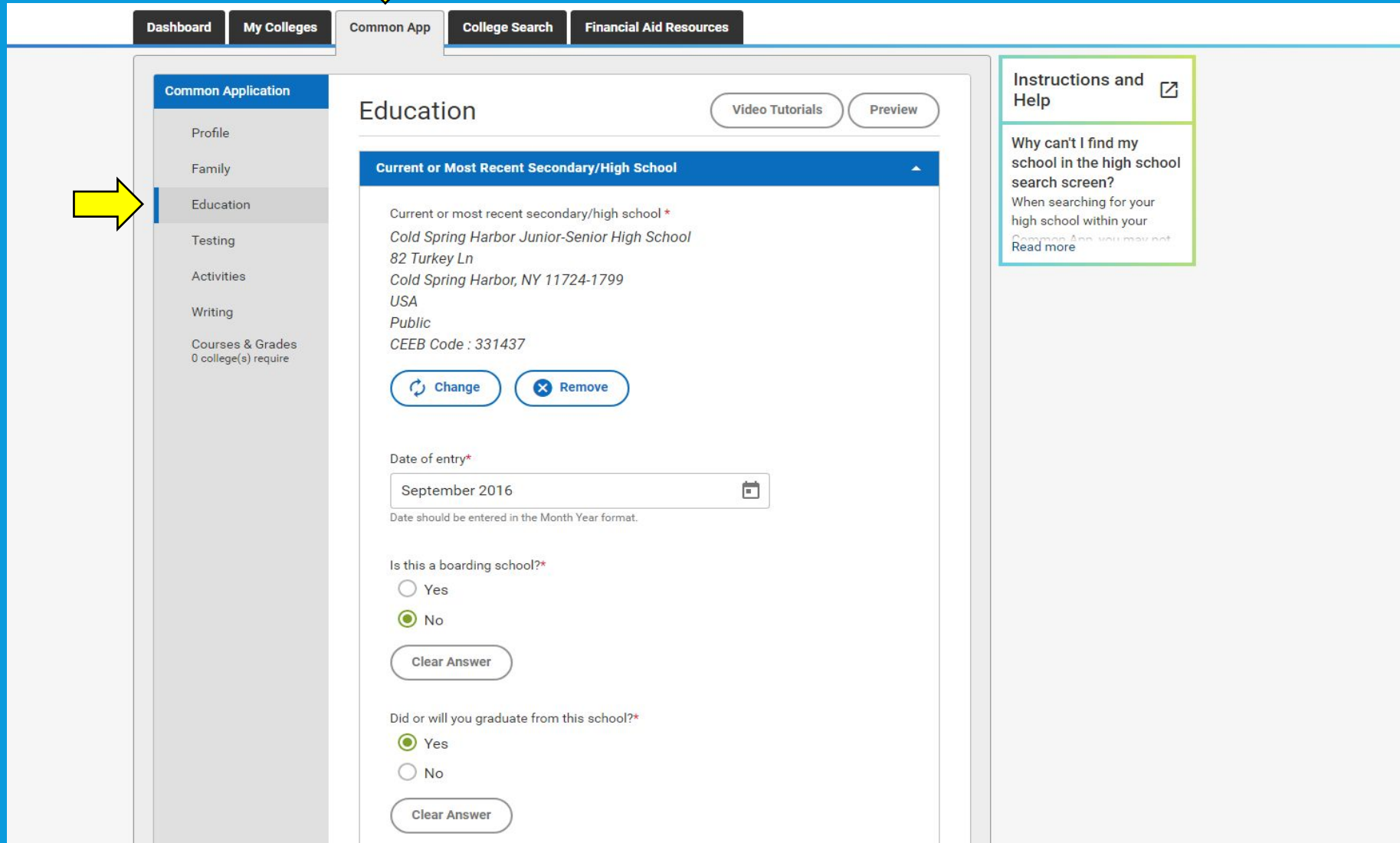
Education professional



Parent or other adult



Green form, "Class of 2020"



The screenshot shows the Common App interface. At the top, there are navigation tabs: Dashboard, My Colleges, Common App (selected), College Search, and Financial Aid Resources. A yellow arrow points down to the Common App tab. On the left, a sidebar menu includes Profile, Family, Education (highlighted with a yellow arrow), Testing, Activities, Writing, and Courses & Grades (0 college(s) require). The main content area is titled "Education" and contains a section for "Current or Most Recent Secondary/High School".

Education Video Tutorials Preview

Current or Most Recent Secondary/High School

Current or most recent secondary/high school*
Cold Spring Harbor Junior-Senior High School
82 Turkey Ln
Cold Spring Harbor, NY 11724-1799
USA
Public
CEEB Code : 331437

Change Remove

Date of entry*
September 2016 Calendar icon
Date should be entered in the Month Year format.

Is this a boarding school?*

Yes
 No

Clear Answer

Did or will you graduate from this school?*

Yes
 No

Clear Answer

Instructions and Help External link icon

Why can't I find my school in the high school search screen?
When searching for your high school within your Common App, you may not
[Read more](#)

Class of 2020 only!

Cold Spring Harbor High School
82 Turkey Lane
Cold Spring Harbor, NY 11724
CEEB or High School Code: 331437
Phone: 631-367-6840
Fax: 631-692-7096

<u>Counselor</u>	<u>Title</u>	<u>Email</u>
Mr. Jonathan Woods	School Counselor	jwoods@csh.k12.ny.us
Ms. Heather Friedland	School Counselor	hfriedland@csh.k12.ny.us
Ms. Mary-Jo Hannity	School Counselor	mhannity@csh.k12.ny.us
Ms. Lori Messina	School Counselor	lmessina@csh.k12.ny.us

Number of students in the senior class: **164**

Class of 2020 dates of high school attendance, beginning with grade 9.
DO NOT enter the dates you were in grade 7 and 8.

9/16 - 6/17

For students who started at Cold Spring Harbor HS as freshmen (grade 9).

9/17 - 6/18

For students who started at Cold Spring Harbor HS as sophomores* (grade 10).

9/18 - 6/19

For students who started at Cold Spring Harbor HS as juniors* (grade 11).

9/19 - 6/20

For students who started at Cold Spring Harbor HS as seniors* (grade 12).

*Transfer students should contact their former schools to get their addresses, phone numbers, fax numbers and high school codes - this information will be needed in the application section that asks for "other secondary schools."

Class of 2020 graduation date: **June 30, 2020**
(DO NOT use the Commencement Ceremony date).



Common Application

Profile

Family

✓ Education

Testing

Activities

Writing

Courses & Grades
0 college(s) require



Education

Video Tutorials

Preview

Current or Most Recent Secondary/High School

Current or most recent secondary/high school *

Cold Spring Harbor Junior-Senior High School
82 Turkey Ln
Cold Spring Harbor, NY 11724-1799
USA
Public
CEEB Code : 331437

Change

Remove

Date of entry*

September 2016



Date should be entered in the Month Year format.

Is this a boarding school?*

Yes

No

Clear Answer

Did or will you graduate from this school?*

Yes

No

Clear Answer

Instructions and Help



Why can't I find my school in the high school search screen?

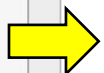
When searching for your high school within your Common App, you may not
Read more



College Search

Application Requirements

College or City Name


















Separate multiple search terms with a comma, e.g.: Washington, Boston

 More filters

869 results

Sort by: College Name

	Adelphi University Garden City, NY - USA	
	Agnes Scott College Decatur, GA - USA	
	Alaska Pacific University Anchorage, AK - USA	
	Albany College of Pharmacy and Health Sciences Albany, NY - USA	
	Albertus Magnus College New Haven, CT - USA	
	Albion College Albion, MI - USA	
	Albright College Reading, PA - USA	
	Alfred University Alfred, NY - USA	

Instructions and Help

How do I find colleges that are a good fit for me?

Planning for college doesn't have to be stressful. There are many free tools that can help. [Read more](#)

How do I search for a college?

The **College Search** tab allows you to find the **Common App** member schools. [Read more](#)

Dashboard

My Colleges

Common App

College Search

Financial Aid Resources

College Search

Application Requirements

College or City Name

university of south car

Separate multiple search terms with a comma, e.g.: Washington, Boston

More filters

1 result

Sort by: College Name



University of South Carolina-Columbia

Columbia, SC - USA

Instructions and Help



How do I find colleges that are a good fit for me?

Planning for college doesn't have to be stressful. There are many free tools that can help you find the right college for you. [Read more](#)

How do I search for a college?

The **College Search** tab allows you to find the college you're interested in. [Read more](#)

Dashboard

My Colleges

Common App

College Search

Financial Aid Resources



College Search

Application Requirements

College or City Name

university of south car

Separate multiple search terms with a comma, e.g.: Washington, Boston

More filters

1 result

Sort by: College Name



University of South Carolina-Columbia
Columbia, SC - USA

Instructions and Help

How do I find colleges that are a good fit for me?

Planning for college doesn't have to be stressful. There are many free tools that can help you find the right college for you. [Read more](#)

How do I search for a college?

The **College Search** tab allows you to find the right college for you. [Read more](#)

Dashboard

My Colleges

Common App

College Search

Financial Aid Resources

My Colleges

University of South
Carolina-Columbia

My Colleges

In this tab you will continue your application for each college and you will:

- Complete college-specific questions and supplements
- Invite and manage recommenders
- Submit your application!

For more help in completing this tab, check our [video tutorials](#). You may also contact our [Applicant Solution Center](#) at any time to answer your questions.

Instructions and
Help

Need help?

If you need assistance
answering questions on any
of the My Colleges pages
[Read more](#)

The screenshot shows a web application interface with a top navigation bar containing 'Dashboard', 'My Colleges', 'Common App', 'College Search', and 'Financial Aid Resources'. A yellow arrow points to the 'My Colleges' tab. Below this is a left sidebar with a 'My Colleges' header and a list of items: 'University of South Carolina-Columbia', 'College Information', 'Application', 'Questions', 'Recommendations and FERPA', and 'Review and Submit - Common App'. Two yellow arrows point to 'University of South Carolina-Columbia' and 'Recommendations and FERPA'. The main content area is titled 'Recommendations & FERPA' and features a 'FERPA Release Authorization' section with a warning icon, explanatory text, a 'Learn more about FERPA' link, and a 'Complete Release Authorization' button. On the right, a 'Instructions and Help' sidebar contains three FAQ-style questions: 'Who can I list if I do not have a counselor?', 'I'm out of high school. Who do I list if I no longer have a counselor?', and 'What do I do if I'm an international student and don't have a counselor?'. A fourth question, 'Which counselor should I invite?', is partially visible at the bottom.

Dashboard My Colleges Common App College Search Financial Aid Resources

My Colleges

University of South Carolina-Columbia

College Information

Application

Questions

Recommendations and FERPA

Review and Submit - Common App

Recommendations & FERPA

⚠ FERPA Release Authorization

Before you can invite your counselor, teachers, recommenders, parents, or advisors, you must complete the Family Educational Rights and Privacy Act (FERPA) release authorization process.

[Learn more about FERPA](#)

[Complete Release Authorization](#)

Instructions and Help

Who can I list if I do not have a counselor?
If there is no Counselor at your school, you may list your principal or other
[Read more](#)

I'm out of high school. Who do I list if I no longer have a counselor?
Please contact your high school or the local authority that will provide your
[Read more](#)

What do I do if I'm an international student and don't have a counselor?
If there is no counselor at your school, the recommendations may be
[Read more](#)

Which counselor should I invite?
You should invite your current counselor as they can provide your current
[Read more](#)

- My Colleges
- University of South Carolina-Columbia
- College Information
- Application
 - Questions
 - Recommenders and FERPA
 - Review and Submit - Common App

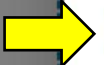
Release Authorization

Rights and Privacy Act. Since FERPA is a complex law, we want to provide some key information before you respond. We encourage you to learn about FERPA by [reading our FAQ](#). We also suggest discussing FERPA with your counselor, parent, guardian, or other school official to be better informed about your rights.

- How does FERPA relate to your college application?**
 - FERPA regulates the privacy of student education records, which could include your application to the college where you enroll. FERPA also gives you the right to review confidential letters of recommendation provided as part of that application after you enroll.
- In a moment, you'll be asked if you want to waive the right to review confidential letters of recommendation. What should you know about this waiver?**
 - Waiving your right lets colleges know that you do not intend to read your recommendations, which helps reassure colleges that the letters are candid and truthful.
 - Some recommenders may decline to write a letter for you if you do not waive your rights. Check with your counselor or teachers to see if any of them follow such a policy.
- Still unsure how to respond?**
 - That's OK. Many students are. Before you move on, take a moment to discuss your decision with your counselor, another school official, or your parent/legal guardian. For more information about FERPA, visit the [Help Center](#).

I have read and understood the FERPA Release Authorization explanation above.*

[Continue](#)



Instructions and Help

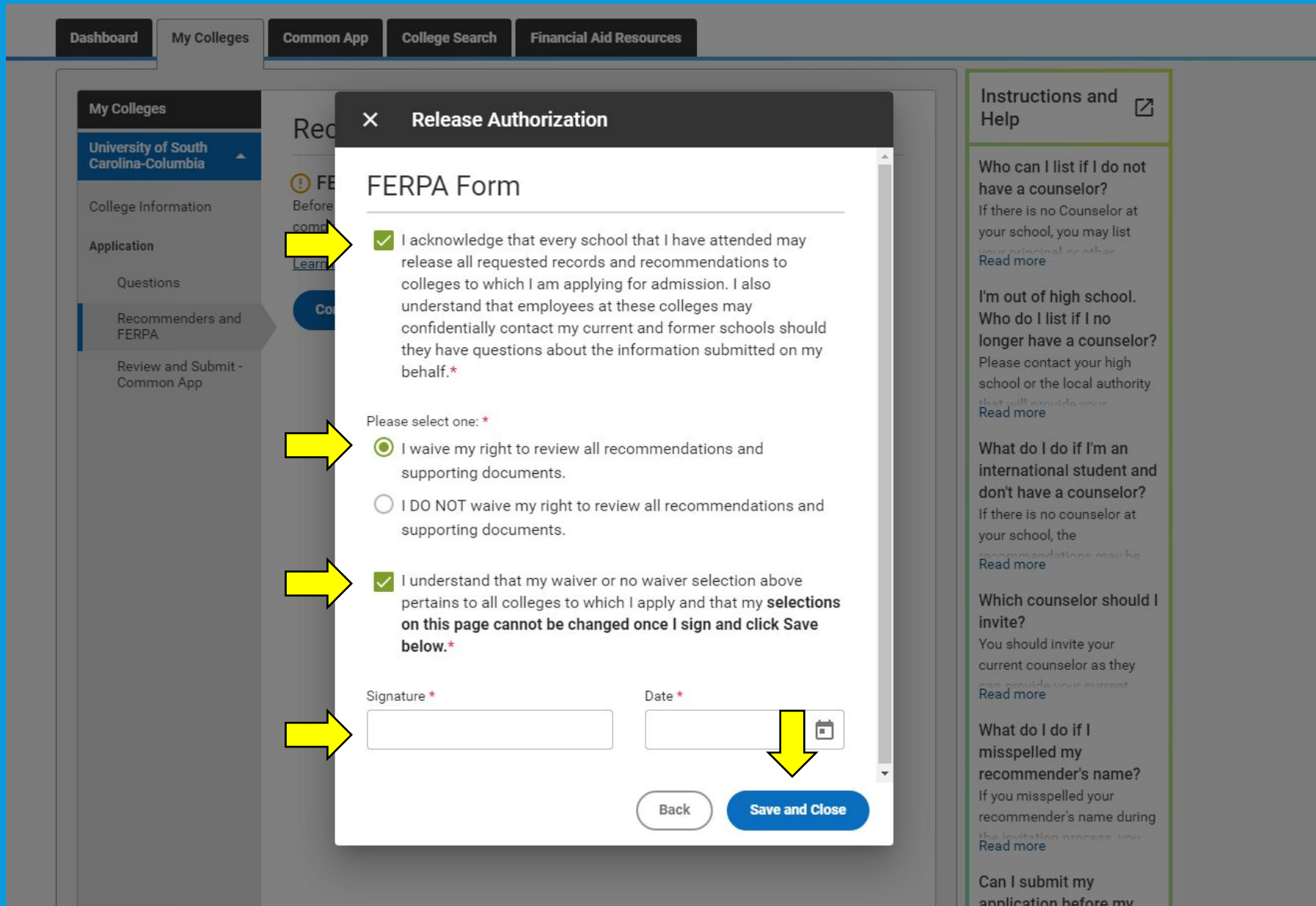
Who can I list if I do not have a counselor?
If there is no Counselor at your school, you may list your principal or other [Read more](#)

I'm out of high school. Who do I list if I no longer have a counselor?
Please contact your high school or the local authority that will provide your [Read more](#)

What do I do if I'm an international student and don't have a counselor?
If there is no counselor at your school, the [recommendations may be](#) [Read more](#)

Which counselor should I invite?
You should invite your current counselor as they [can provide your current](#) [Read more](#)

What do I do if I misspelled my recommender's name?
If you misspelled your recommender's name during the invitation process, you [Read more](#)



- My Colleges
- University of South Carolina-Columbia
- College Information
- Application
- Questions
- Recommendations and FERPA
- Review and Submit - Common App

Release Authorization

FERPA Form

I acknowledge that every school that I have attended may release all requested records and recommendations to colleges to which I am applying for admission. I also understand that employees at these colleges may confidentially contact my current and former schools should they have questions about the information submitted on my behalf.*


Please select one: *

I waive my right to review all recommendations and supporting documents.

I DO NOT waive my right to review all recommendations and supporting documents.

I understand that my waiver or no waiver selection above pertains to all colleges to which I apply and that my **selections on this page cannot be changed once I sign and click Save below.***

Signature *

Date * 

- Instructions and Help**
- Who can I list if I do not have a counselor?
If there is no Counselor at your school, you may list your principal or other [Read more](#)
 - I'm out of high school. Who do I list if I no longer have a counselor?
Please contact your high school or the local authority that will provide your [Read more](#)
 - What do I do if I'm an international student and don't have a counselor?
If there is no counselor at your school, the [Recommendations may be](#) [Read more](#)
 - Which counselor should I invite?
You should invite your current counselor as they [can provide your current](#) [Read more](#)
 - What do I do if I misspelled my recommender's name?
If you misspelled your recommender's name during the invitation process, you [Read more](#)
 - Can I submit my application before my

My Colleges

University of South Carolina-Columbia ▲

College Information

Application

Questions

✓ Recommenders and FERPA

Review and Submit - Common App



Recommenders & FERPA

✓ FERPA Release Authorization

[View Details](#) ▼

Invite Recommenders

Recommenders are people who will submit forms and information to colleges on your behalf. Check out our [video about recommenders](#).

[Invite Recommenders](#)

✓ Counselor

Your school is using Naviance for transcripts, school reports, and teacher recommendations. Please contact your counselor directly and they will provide instructions specific your school regarding these documents. If your counselor wishes to submit forms via mail, you can download forms that can be completed on paper and mailed to each institution to which you apply.

Download PDF Forms

- [School Report](#)
- [Counselor Recommendation](#)
- [Optional Report](#)
- [Mid Year Report](#)
- [Final Report](#)

Instructions and Help

Who can I list if I do not have a counselor?
If there is no Counselor at your school, you may list your principal or other
[Read more](#)

I'm out of high school. Who do I list if I no longer have a counselor?
Please contact your high school or the local authority that will provide your
[Read more](#)

What do I do if I'm an international student and don't have a counselor?
If there is no counselor at your school, the recommendations may be
[Read more](#)

Which counselor should I invite?
You should invite your current counselor as they can provide your current
[Read more](#)

**At this point, you will go to
Naviance.**

Student.Naviance.com/cshhs

Welcome, Laurel !

Search for Colleges

Type a college name

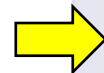
SEARCH

Graduation Survey

Seniors: Fill out the graduation survey, listed on the left side of the screen under "about me," to update your college admissions decisions and indicate where you plan on attending in September. See your counselor if you have any questions.

Deciding

[Read more](#)



My Favorites

 COLLEGES
I'm thinking about

 COLLEGES
I'm applying to

 CAREERS AND CLUSTERS
I'm thinking about

Authorization For Release of Records Yellow form

Naviance | Student

Home Colleges Careers About Me My Planner

Colleges I'm applying to Search for colleges

It looks like you are not currently able to apply to Common App schools.
Match your Common App account to Naviance Student account to get started. [Match Accounts](#)

Your parent/guardian must give you consent for you to request transcripts. Contact your counseling office if you think this is a mistake

[Manage Transcripts](#) [Compare Me](#)

✦ = extended profile available

College	Type	Deadline	Transcripts	Office materials	Submission Type <i>i</i>	Application
---------	------	----------	-------------	------------------	--------------------------	-------------

Cold Spring Harbor Jr./Sr. High School



Counseling Center

82 Turkey Lane, Cold Spring Harbor, NY 11724-1799

Phone (631) 367-6840 • Fax (631) 692-7096

www.csh.k12.nv.us

Justin Arini

Director of Guidance

Heather Friedland • Mary-Jo Hannity • Lori Messina • Jennifer Pickering • Jonathan Woods

School Counselors

AUTHORIZATION FOR RELEASE OF RECORDS

Student Name _____

By signing below, you are giving permission for Cold Spring Harbor High School to release the following information to colleges, schools, the NCAA Eligibility Center, and scholarship providers: transcripts, mid-year report card, and letters of recommendation. Please note that mid-year grades are automatically sent to colleges. If a student is admitted to a college through an Early Decision Agreement, mid-year grades will only be sent to the Early Decision school. Documentation for students with disabilities (this may include a copy of an IEP, 504 plan and/or testing results) may be sent as well, though families must request this documentation directly from the Special Education Department.

After the Counseling Department has processed the application and the transcript has been sent, it is the student's responsibility to send additional data requested by the college, such as standardized test scores which must be requested to be sent officially by the College Board and/or ACT.

Please note that college admissions offices will be notified of any changes in your child's senior year schedule after his/her application and transcript have been sent.

I have reviewed my child's transcript for accuracy and authorize Cold Spring Harbor High School to send the information outlined above regarding my child.

Signature of Student _____ Date _____

Signature of Parent _____ Date _____

Note: Once you match account, your FERPA status can no longer be changed and you cannot unmatch your account.

We're excited that you are ready to apply to colleges. Some colleges allow you to apply with Common App. You can match your Common App and Naviance Student account to track your applications in one place! In just a few short steps, we'll have your accounts matched.

Get Started with Common App

- Create a Common App account on [Common App Online](#)
- Sign the Common App (CA) FERPA Waiver on [Common App Online](#)

Match Your Accounts

Tell us the email address you are using for Common App and your date of birth.

Common App Email Address

Date of Birth

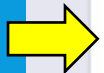
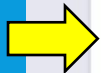
Match Accounts

[I don't need this](#)

TIPS

These tips will help you successfully match your accounts.

- Make sure you use the **email address** that you chose for your Common App account
- Make sure that **last name** on your Naviance Student account matches the last name you used to create your Common App account.
- Make sure the **date of birth** on your Naviance Student account matches the date of birth on your Common App account.



✓ Confirmation
Successfully matched!

✕ Close

Colleges I'm applying to

🔍 Search for colleges

✓ Your Common App account has been matched.
Your FERPA status is waived. You're ready to apply to colleges using Common App.

📄 Manage Transcripts 📊 Compare Me



✦ = extended profile available

+ REQUEST TRANSCRIPTS 🗑️ REMOVE

College that I'm attending:

N/A



Update

Letters of recommendation

HOW TO REQUEST YOUR TRANSCRIPT THROUGH NAVIANCE

Packet #2

Welcome, Lori!

Search for Colleges



Type a college name

SEARCH

Graduation Survey

Seniors: Fill out the graduation survey, listed on the left side of the screen under "about me," to update your college admissions decisions and indicate where you plan on attending in September. See your counselor if you have any questions.

Deciding

Read more



My Favorites

COLLEGES
I'm thinking about

COLLEGES
I'm applying to

CAREERS AND CLUSTERS
I'm thinking about

Colleges I'm applying to

It looks like you are not currently able to apply to Common App schools.
Match your Common App account to Naviance Student account to get started.

[Match Accounts](#)

[Manage Transcripts](#)



= extended profile available

[+ REQUEST TRANSCRIPTS](#)

[REMOVE](#)

College that I'm attending:

N/A



[Update](#)

[X Cancel](#)

Add New College Application



Which college are you applying to?

Colleges already in your application list would be unavailable for selection.

App type

I'll submit my application

I've submitted my application

Add Application

ADD AND REQUEST TRANSCRIPT

 Cancel

Add New College Application


STEP 1

STEP 2

Add Application

Request Transcript

Which college are you applying to?

Syracuse University 

Colleges already in your application list would be unavailable for selection.

App type

Regular Decision 

I'll submit my application

Via Common App 

I've submitted my application

Add Application

ADD AND REQUEST TRANSCRIPT



Colleges I'm applying to

Search for colleges

✓ Your Common App account has been matched.
Your FERPA status is waived. You're ready to apply to colleges using Common App.

Manage Transcripts Compare Me



1 selected

* = extended profile available

+ REQUEST TRANSCRIPTS REMOVE

	College	Type	Deadline	Transcripts	Office materials	Submission Type	Application		
<input type="checkbox"/>	University of South Carolina - Columbia	OTHR	Other October 15	no request	Initial materials submitted	CA	Unknown	EDIT	MORE
<input checked="" type="checkbox"/>	Syracuse University	RD	Regular Decision January 1	no request	Pending	CA	Unknown	EDIT	MORE

College that I'm attending:


N/A



Update

 Cancel

Request College Application Transcript

 Use this form to request transcripts for your college applications. You can request additional transcripts, such as midyear transcripts later using Add Transcript Request from your application list. Any existing transcripts requests for the chosen college application/s will not be undone. You can check the status of any transcript request in Manage Transcripts.

What type of transcript are you requesting?

Initial

Where are you sending the transcript/s?

 Syracuse University



 Request and Finish

****It is your responsibility to check with each college and university that you apply to that they have received your transcript****

✓ Confirmation
Successfully added college application(s) and received transcript request. Close

Colleges I'm applying to Search for colleges

✓ Your Common App account has been matched.
Your FERPA status is waived. You're ready to apply to colleges using Common App.

Manage Transcripts Compare Me +

* = extended profile available + REQUEST TRANSCRIPTS REMOVE

College	Type	Deadline	Transcripts	Office materials	Submission Type	Application
<input type="checkbox"/> Syracuse University	RD	Regular Decision 1	requested	Pending	CA	Unknown ▼ EDIT MORE

College that I'm attending:
N/A ▼ Update

HOW TO REQUEST A LETTER OF RECOMMENDATION THROUGH NAVIANCE

****BEFORE ASKING A TEACHER ON NAVIANCE TO WRITE A LETTER OF
RECOMMENDATION ON YOUR BEHALF, YOU MUST ASK THEM FIRST IN PERSON! ****

****YOU ONLY REQUEST LETTERS OF RECOMMENDATIONS FROM TEACHERS.
COUNSELORS WILL AUTOMATICALLY WRITE A LETTER ON YOUR BEHALF****

Packet #3

Welcome, Lori!

[Search for Colleges](#)

Type a college name

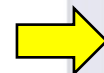
[SEARCH](#)

Graduation Survey

Seniors: Fill out the graduation survey, listed on the left side of the screen under "about me," to update your college admissions decisions and indicate where you plan on attending in September. See your counselor if you have any questions.

Deciding

[Read more](#)



My Favorites

COLLEGES
[I'm thinking about](#)

COLLEGES
[I'm applying to](#)

CAREERS AND CLUSTERS
[I'm thinking about](#)



Colleges I'm applying to

 Search for colleges

✓ Your Common App account has been matched.

Your FERPA status is waived. You're ready to apply to colleges using Common App.

 Manage Transcripts

 Compare Me



* = extended profile available

 REQUEST TRANSCRIPTS  REMOVE

College that I'm attending:

N/A



Update

Letters of recommendation



Some colleges require letters of recommendation to be submitted with your application. Please visit the [letters of recommendation](#) section, accessible from the main colleges page, for more information

Letters of recommendation

Your Requests

You can request new letters of recommendation and track the most recent status of your requests here.



Add Request

Recommendation For -	Deadline -	Recommender(s)	Status ⓘ	Cancel Request
----------------------	------------	----------------	----------	----------------



Your recommendation requests will show up here.

Add Request

Letters of recommendation

Add new request

Here you can ask a teacher to write you a letter of recommendation. If you don't have any colleges in your list yet, you may still make a request. Make sure you give your teachers plenty of time to write your recommendations!

Cancel

Submit Request

1. Who would you like to write this recommendation?*

 Select A Teacher ▾

2. Select which colleges this request is for:*

- Choose **specific** colleges from your *Colleges I'm Applying To* list
- All current and future colleges I add to my *Colleges I'm Applying To* list **1**

3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:

3000 characters remaining

Cancel

Submit Request

* Indicates a required field

Letters of recommendation

Add new request

Here you can ask a teacher to write you a letter of recommendation. If you don't have any colleges in your list yet, you may still make a request. Make sure you give your teachers plenty of time to write your recommendations!

Cancel

Submit Request

1. Who would you like to write this recommendation?*

Select A Teacher

2. Select which colleges this request is for:*

All current and future colleges I add to my *Colleges I'm Applying To* list ⓘ

*Select only if you have no preference for which teachers will meet the recommendation requirements for each college

Choose **specific** colleges from your *Colleges I'm Applying To* list

<input type="checkbox"/> Select All	Colleges ^	Due ^
<input type="checkbox"/>	Binghamton University - SUNY -- required / 1 allowed / 0 requested	Nov 01 2019
<input type="checkbox"/>	Syracuse University 2 required / 2 allowed / 0 requested	Jan 01 2020
<input type="checkbox"/>	University of South Carolina-Columbia -- required / 2 allowed / 0 requested	Oct 15 2019

3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:

3000 characters remaining

Letters of recommendation

Add new request

Here you can ask a teacher to write you a letter of recommendation. If you don't have any colleges in your list yet, you may still make a request. Make sure you give your teachers plenty of time to write your recommendations!

Cancel

Submit Request

1. Who would you like to write this recommendation?*

Select A Teacher

2. Select which colleges this request is for:*

- All current and future colleges I add to my *Colleges I'm Applying To* list ⓘ
*Select only if you have no preference for which teachers will meet the recommendation requirements for each college
- Choose **specific** colleges from your *Colleges I'm Applying To* list

3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:

3000 characters remaining

Cancel

Submit Request

* Indicates a required field

Cold Spring Harbor High School Counseling Center

College Visit Policy for Seniors

Many college admission representatives come to Cold Spring Harbor High School each fall and spring to meet with students. The visitor schedule is posted on the bulletin board just outside the Counseling Center window, and the visits are listed both in Naviance and in the morning announcements. College visits last for one period; students are responsible for noting the time so they are not late to their next class.

Seniors may attend during lunch or free periods and may also **request** that teachers excuse them from classes. Your schedule will be checked when you arrive to sit in with the college representative and you will not be admitted without a College Visit Pass signed by your teacher. Please be courteous and request that your teacher sign the pass no later than the day before the visit. **You are responsible for all material covered in missed classes and you may not miss a scheduled examination to visit with a college admission representative.**

Interested students should register to attend sessions by visiting their Naviance accounts at <https://student.naviance.com/cshhs>. Enter your user name (your email address) and the password you chose when you registered for Naviance to access your account. Call or visit the Counseling Center if you have trouble with your account.

To see the visit schedule and register:

1. Access your Naviance account
2. Click on the "colleges" tab
3. Under the "colleges" tab, click "Research Colleges"
4. Click on "College Visits"
5. Search or scroll down to view upcoming colleges that are visiting CSH. Click "Register Now" if the date and time works for you – to miss a class complete the College Visit Pass below, print the entire page and present it to your teacher
6. Then click on the name of the college and you will be taken to their website – you can do a little research and be better prepared to converse with the representative
7. You will receive an email reminder on the day before the visit.

College Visit Pass

_____ may miss class to attend a College Visit on:

Day _____ Date _____ Period/time _____

Teacher signature: _____

College Essay Writing Informational Seminars and One-to-one Essay Assistance:

Ms. Henry and Mr. Miller will be conducting informational seminars that include tips for planning and writing your college admissions essays and supplements. *Please attend one of the following seminars if you would like to meet for an individual conference.* If you attended a seminar last spring, you need not attend another. You may attend any seminar.

1. Friday, September 13th period 6 in H-21
2. Friday, September 13th 7:00 a.m. in H-18
3. Monday, September 16th period 4 in J-7
4. Monday, September 16th period 7 in H-19
5. Tuesday, September 17th period 3 in H-20
6. Tuesday, September 17th 2:30 p.m. in H-16

Once you have attended a seminar and written your essay/supplements, you will have an opportunity to meet individually with Ms. Henry or Mr. Miller in an effort to correct, focus, and further craft your writing. Attending the seminar first will allow you to feel more confident in each essay's topic and content, and will also allow us to spend conference time focusing in on the specific details of your essays. If you have any questions, please ask.

*Ms. Henry will meet with students whose last names are in the first half of the alphabet: **Adragna-Li**. Ms. Henry is available periods **2, 4, 6 (cafe in spring), & 9**. She is also available **after school**. Please make an appointment ahead of time.*

*Mr. Miller will meet with students whose last names are in the second half of the alphabet: **Louie-Zimmon**. Mr. Miller is available **periods 2 (study hall in cafe in fall), 3 (spring semester only), 7, 8**. He is also available **before school**. Please make an appointment ahead of time.*

Please be sure to schedule your appointment during your free time, not during a scheduled class, regardless of the subject.

Student Responsibilities in the College Application Process

Documents students are responsible for sending to colleges:

1. College applications and application fees – (Common App and college-specific online apps)
2. Application supplements required by colleges
3. SAT and/or ACT scores (AP scores are optional; you can self-report them)
4. Financial Aid forms
5. NCAA Clearinghouse registration and fee, transcript, SAT/ACT scores, amateurism confirmation

“Forms” students complete

1. Transcript Release Authorization with all signatures
2. Requests for counselor and teacher recommendations to be sent (Naviance)
3. Common App or specific college Early Decision agreements
4. Arts or Athletic Common App supplements

Final note – Students:

1. Maintain complete responsibility for the college application process
2. Check the Naviance account to determine that counselor and teacher documents have been downloaded by colleges
3. Acknowledge teachers who have written letters on your behalf (written on nice stationery)
4. Must withdraw all other applications filed if accepted under Early Decision
5. Must maintain your grades
6. Send your first quarter grades to colleges that want them (or send them if you believe doing so will enhance your application, especially if you are working with a particular admissions counselor). A fax with a brief cover sheet or a scan accompanied by an email will suffice.
7. Notify your counselor of the outcomes of each application (accept, wait list, deferral, deny). Let your counselor know, too, if you have withdrawn any applications.