

College Application Processing Handbook

Academy of American Studies



W. Bassell, Principal
M. Solkoff, Assistant Principal
N. Cohen, Assistant Principal

S. Drescher, College Advisor
J. Randle, Coordinator of Student Affairs

College Planning Checklist

- 1) Review your transcript with your guidance counselor for accuracy. A copy of your transcript will be sent with your college application.
- 2) Acquire applications for private and out-of-state colleges to which you will apply. Apply Online. Use the Common Application. www.commonapp.org
- 3) Ask at least two teachers/advisors to write your letter of recommendation. It is best to choose teachers who know you well, both academically and personally. Give them information they may need to assist with this task. For example, the date that your first application will be sent out. Be gracious- it is a lot of work! (Don't wait until the last minute. Remember many students are requesting recommendations. Be sure to write your teacher a thank you note for taking the time to write you a recommendation letter.)
- 4) Complete the PERSONAL PROFILE and return it to Ms. Skeoch (101 South) by October 21st. **(This form is to ONLY be filled out if a recommendation letter from a guidance counselor is required.)**
- 5) Check all application deadlines.
- 6) Make an appointment to meet with Ms. Drescher if you are applying Early Decision or Early Action with a deadline before November 15th.
- 7) Register and take the SAT/ACT and SATII as needed.
- 8) Begin drafting a resume and personal statement that may be needed to supplement your application and possible scholarships.
- 9) Make appointment with your College Team Representative to process and mail out all of your regular admissions applications (October 15th – December 15th)
- 10) REMINDER: All applications completed online must have an official transcript and recommendation letters mailed from the Academy of American Studies. You will mail these out with your College Team Representative.
- 11) A 9 X 12 MANILA ENVELOPE IS REQUIRED FOR EACH APPLICATION – DON'T FORGET STAMPS!!

Your Name
Street Address
City, NY Zip Code

3 STAMPS

Office of Undergraduate Admissions
Name of College/ University
Address
City, State, Zip Code

APPLYING TO CITY UNIVERSITY OF NEW YORK

- CUNY APPLICATIONS ARE ONLY AVAILABLE ONLINE www.cuny.edu/apply
- APPLY AS SOON AS POSSIBLE
- BE SURE TO INCLUDE YOUR 9 DIGIT STUDENT (OSIS) NUMBER
- APPLY TO SIX CAMPUSES (INCLUDING ONE COMMUNITY COLLEGE)
- GENERAL FRESHMEN ADMISSION DEADLINE = FEBRUARY 1ST
- MACAULAY HONORS COLLEGE = DECEMBER 1ST
- FILL OUT APPLICATION ONLINE AND MAKE PAYMENT ONLINE (\$65)
- PRINT OUT CONFIRMATION PAGE (DOCUMENT RETURN RECEIPT)
- MAKE APPOINTMENT WITH ADVISOR TO MAIL OUT TRANSCRIPT AND SAT SCORES
- IF APPLYING THROUGH SEEK PROGRAM, MUST FILL OUT FINANCIAL INFORMATION

APPLYING TO STATE UNIVERSITY OF NEW YORK

- APPLY ONLINE- IT IS EASIER! suny.edu/apply
- NOTE: COMMON APPLICATION IS ACCEPTED
- IF APPLYING EOP PROGRAM, MUST USE THE SUNY APPLICATION
- COMPLETE ONE APPLICATION TO APPLY TO ALMOST ANY SUNY SCHOOL
- MAKE PAYMENT ONLINE (\$50 PER SCHOOL)
- MAIL IN PAYMENT- If you choose to mail in a check, money order or credit card information, you will be prompted to print an invoice at the end of the application. Your application will not be processed or forwarded to your campus choices until payment in full is received by the Application Services Center. Must write app# or SS# on the check. Fees can be remitted in a single check or money order made payable to "SUNY ASC" in the amount of the total processing fee(s) due. Mail payment to:

The State University of New York
Application Services Center
P.O. Box 22007
Albany, NY 12201-2007

- PRINT OUT APPLICATION CONFIRMATION & SCHOOL COUNSELOR FORM
- BRING YOUR COLLEGE TEAM REPRESENTATIVE THE SCHOOL COUNSELOR FORM

- TO APPLY FOR EARLY DECISION, YOUR APPLICATION MUST BE SUBMITTED BY NOVEMBER 1ST (NOVEMBER 15TH FOR GENESO & OSWEGO)
- SUNY EARLY ACTION APPLICATIONS DUE = NOVEMBER 15TH
- RECOMMENDED DEADLINE TO SUBMIT APPLICATION = DECEMBER 1ST
- MAKE APPOINTMENT WITH ADVISOR TO MAIL OUT TRANSCRIPT AND SAT SCORES
- STUDENT MUST PROVIDE ENVELOPES TO BE MAILED TO EACH SUNY CAMPUS
- BE AWARE THAT SOME SUNY CAMPUSES HAVE SUPPLEMENTAL APPLICATIONS

SCHOLARSHIP INFORMATION ONLINE ONLY

<http://americanstudiesscholarships.blogspot.com/>

Academy of American Studies
PERSONAL PROFILE

* If you need a letter written by a guidance counselor, this form must be on file in the College Office by October 21st.

Name: _____ SS # _____ Off. Cl. _____

Address: _____ Zip Code _____

Tell me anything about your family life that would help me know you better, i.e., parents, brothers/sisters, other family background.

List any extra-curricular activities (in school and outside of school).

List colleges to which you plan to apply (if known at this time).

Awards and Honors:

Clubs:

On the separate sheet, please type a paragraph or two about yourself including a description of important events in your life (both positive and negative) and their impact on you.

I hereby grant permission to utilize any information written above.

Parent Signature _____

* Please return to your Guidance Counselor or Ms. Skeoch in Room 101 South.

2011-2012 College Application Processing/Advisement Schedule
APPOINTMENT REQUEST

I. Early Admissions (Early Action or Early Decision) → September and October 2010

Contact Person- Ms. Drescher, College Advisor

Students who wish to apply Early Admission (Action or Decision) must make an appointment to See Ms. Drescher for advisement and processing of application material.

II. Regular Admission Peak Period → October 15th – December 15th

Contact Person for College Counseling and Advisement- Ms. Drescher, College Advisor

Contact Person for filing Applications- College Team Representative Assigned per student

Ms. Drescher	Guidance Counselor/College Advisor	359 North (2 nd Floor Gym Balcony)	sdresch@schools.nyc.gov
Mr. Randle	Coordinator of Student Affairs	South Campus 1 st Floor Rear	jrandle@schools.nyc.gov
Ms. Wilson	Guidance Counselor	11 South	rwilson13@schools.nyc.gov
Ms. Colon	Guidance Counselor	10 South	ncolon2@schools.nyc.gov
Mr. Solkoff	Assistant Principal	451 North	msolkoff@schools.nyc.gov
Ms. Cohen	Assistant Principal	107 North	ncohen4@schools.nyc.gov
Ms. Skeoch	College Office Support Staff	101 South	rskeoch@schools.nyc.gov
Ms. Tsatsakos	Senior Class Advisor	360 North (2 nd Floor Gym Balcony)	ftsatsakos@schools.nyc.gov

1. Student must schedule an appointment with College Team Representative
2. Student is to bring all applications completed to their Representative who will process/review application at that point with student.
3. Student who misses an appointment will be rescheduled after January 1st 2012 with College Office personnel

III. Late Applications → December 15th – June

Contact Person for College Counseling and Advisement- Ms. Drescher, College Advisor

Contact Person for filing Applications- Ms. Drescher or Ms. Skeoch (College Advisor and College Office personnel)

TO COMPLETE AN APPLICATION FOR MAILING, A STUDENT NEEDS:

- 1) Envelope with 3 44 cent stamps
- 2) All application documents must be filled out in entirety
- 3) Payment in form of check or money order
- 4) Teacher Recommendations, SAT Scores, Transcripts will be on file in the College Office

Step 1- Review all application due dates

Step 2- Make an appointment with your College Team Representative

Step 3- Prepare all documents for mailing

Step 4- Meet with your College Team Representative to process your applications

2011-2012 College Application Processing/Advisement
APPOINTMENT REQUEST

This appointment is to process completed applications for mailing.

Student Name : _____

Official Class : _____

College Team Representative : _____

YOU MUST SEE YOUR COLLEGE TEAM REP. TO MAKE AN APPOINTMENT

Appointment Date : _____

Appointment Time : _____

Approximate number of applications to be mailed out : _____

College Team Representative Signature: _____

RETURN FORM TO MS. SKEOCH (Room 101 South)
NO LATER THAN 5 DAYS PRIOR TO APPOINTMENT

SAMPLE PROFILE FROM THE CLASS OF 2011

<u>GPA</u>	<u>SAT SCORE</u>	<u>ACCEPTED</u>	<u>ACCEPTED</u>	<u>ACCEPTED</u>	<u>ACCEPTED</u>
96.30	1070	CUNY Hunter	Bard College	Ithaca College	Pace University
92.92	1220	CUNY Baruch	Univ of Massachusetts	Amherst College	St. John's
89.40	1080	CUNY Hunter	LIU – CW POST	St. John's University	Rutgers University
85.50	1060	CUNY Hunter	CUNY Queens	CUNY Baruch	CUNY City College
81.60	820	CUNY York College	CUNY Queensborough	Mercy College	St. Francis College
77.05	940	St. John's University	Pace University	Long Island University-CW POST	Hofstra University
74.52	950	CUNY LaGuardia	CUNY BMCC	CUNY Queensborough	
69.75	750	CUNY Queensborough	CUNY York	CUNY BMCC	