

HUDSON VALLEY COMMUNITY COLLEGE

**“INSTANT
ADMISSIONS DAY”**

**HIGH SCHOOL COUNSELOR
INSTRUCTIONS FOR SET-UP**

ADMISSIONS OFFICE
80 VANDENBURGH AVENUE, TROY, NY 12180
PHONE: (518) 629-7309
FAX: (518) 629-4576

“INSTANT ADMISSIONS DAY”

HIGH SCHOOL COUNSELOR - INSTRUCTIONS FOR SET-UP

CONFIRMING DATE AND TIME

- The school counselor who works with the senior class will call **Elise Chan**, Admissions Counselor, at (518) 629-4602 to set up date(s) and time(s) for the Instant Admissions Day(s).
 - A letter confirming the date and times will be sent along with copies of the Counselor Instructions and Student Application Instructions via e-mail. A packet with additional forms and instructions will be mailed with a poster advertising the event.
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STUDENTS SIGNING UP

- Students will need to sign up with the School Counseling Office to be part of this event.
 - Elise Chan will contact each school to set up the format that works best. Hudson Valley has the capability to do the following kinds of Instant Admission Day formats:
 - **In person** Appointment at the High School (the traditional format that we have been doing for years)
 - **Zoom** for Virtual Appointments (group or individual appointments)
 - **Google Meets** (if the meeting time(s) are set up by the School Counseling Office)
 - **By Mail** Instant Admissions (mail all student information and we will prepare their packets and mail them directly to the student or the whole packet to the School Counseling Office)
 - **Or** any variation of the above.
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STUDENT COMPLETING AN HVCC APPLICATION ONLINE

Enclosed you will find the “Student Application Instructions” to assist students with completing the on-line application. **Please have seniors use their personal email (not school) when creating the account for the on-line application.** The high school will be responsible for giving the application instruction form to each student, having them complete an application and preparing their transcript prior to assigning them an appointment for Instant Admit Day. Once the School Counseling Office has confirmed that the student has applied, collected the **Completed** “Student Application Instructions” and prepared the Student’s High School Transcript, HVCC can proceed with the Instant Admission Process. If more Instruction Sheets are needed, you are welcome to make copies or call **Elise** to send additional copies.

SENDING DOCUMENTATION TO HVCC IN PREPARATION FOR INSTANT ADMISSION DAY

- Collect the Student Applications Instructions from each student that has applied (make sure the bottom half is filled out).
 - Prepare the latest high school transcript for each student who has applied. If you have quarterly grades during COVID-19 time period, they are also helpful.
 - SAT/ACT scores are not required for admission, but can be used to determine when we can waive a student from placement testing. If they are available at the time of the scheduled appointment, it is very helpful.
 - Immunization records are not required at the time of acceptance but can be submitted to us at this time.
 - All above documents should be mailed or e-mailed to **Elise Chan** at: Admissions Office, Hudson Valley Community College, 80 Vandenberg Ave, Troy, NY 12180 or emailed to e.chan@hvcc.edu
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ACCEPTANCE LETTER

- The student will receive a preliminary acceptance letter and Certificate of Acceptance during Instant Admit and the HVCC Admissions Office will follow up with a packet directly to the student.
- NOTE: In the rare case, when a student has been convicted of a felony, further review will be required prior to final acceptance.