

GBHS: College Application Tips in the Senior Year

HANDLING COLLEGE APPLICATIONS

APPLICATION DEADLINES:

- Keep a spreadsheet so that you don't miss CRITICAL due dates.
- Remind your student to check their email and college portals twice a week after submitting their applications. Make sure they establish a 'clean' email (e.g. smithjj@yahoo.com) for college and financial aid purposes.

SENDING TEST SCORES:

- Send SAT/ACT scores "officially" from www.actstudent.org or <http://sat.collegeboard.org>. Putting the scores on the application is NOT officially sending them nor are scores on the transcript considered official.

TRANSCRIPTS:

- UC's & CSU's – Transcripts do not need to be sent with initial application. They may ask for one later.
- Common Application – Counselors will submit official initial transcript on student's behalf.
- Hard Copy or electronic copies – these are being handled by a vendor we have contracted with, which is Parchment. Information is on the GBHS website, on the right hand side, look for "Transcript Request". Cost is about \$5 each.

LETTERS OF RECOMMENDATION:

- UC's & CSU's – No letters are needed.
 - *If a college does not ask for them, do not submit them, they will not be considered.*
- If you need a Letter of Recommendation, notify your recommender AS SOON AS POSSIBLE! Allow 2-3 weeks for your recommender to write your letter of recommendation.
- As soon as you have a verbal agreement from your recommenders, be sure to go into the Common Application and do the following. **DO NOT WAIT TO DO THIS!** You do not have to complete the rest of the application to do this piece. Don't keep your recommenders waiting!
 - Click on "School Forms"
 - Complete the FERPA section waiving rights to access of info
 - Click "Recommenders" and complete this section carefully, making sure that names and email addresses are all correct. Incorrect emails or names will prevent student information from showing in the teacher/counselor account. Completing this section will result in an email invitation being sent to each recommender enabling them to complete their tasks electronically.

COMMON UC/CSU APPLICATION ISSUES

- Failure to note the proper program and schedule
 - Note: Block program with a Semester schedule is correct (do not choose quarter!)
- Which courses do you enter on the CSU/CU application?
 - Only A-G courses are entered, which would be any course on the GBHS transcript that has a "p" to the left of the course. No other courses should be entered.
- Confusion on how to list fall and spring grades when most of our courses are either taught in the fall or the spring term.
 - Follow this guide. The first grade on the transcript for a course should always be listed as the fall grade and the second grade should always be listed as the spring grade.
- Confusion on how to list 12th grade courses **that only have one grade** (i.e. AP Govt., Econ., AP Micro Economics, AP Macro-Economics, etc.)

- Yearlong courses (AP Govt/AP Micro-Econ/AP Macro-Econ/Law & Justice)
 - AP Govt/AP Micro-Econ are both currently in play as fall courses
 - First semester should be listed as “in progress” and second semester should be listed as “no course” or leave it blank.
 - AP Macro-Econ/Law & Justice will be taught in the spring
 - First semester should be listed as “no course” or left blank and second semester should be listed as “planned”
 - **Since Law & Justice is NOT an A-G course, you will not list this class at all.**
- Fall courses (AP Govt/Econ. or Govt/Econ.)
 - AP Govt. and Govt. should be listed as “in progress” for semester one and “no course” or leave blank for semester two.
 - ***note: if you happen to be one of those that has Econ. before Govt. then you would list Econ. as “in progress” for semester one and “no course” for semester two.
 - Econ. should be listed as “no course” or left blank for semester one and “planned” for semester two.
 - ***note: if you happen to have Econ. before Govt. then for Govt. you would list “no course” for semester one and “planned” for semester two
- Spring courses (AP Govt/Econ or Govt/Econ)
 - AP Govt. and Govt. should be listed as “planned” for semester one and “no course” or left blank for semester two.
 - ***note: if you happen to be one of those that has Econ. before Govt. then you would list Econ. as “planned” for semester one and “no course” for semester two.
 - Econ. should be listed as “no course” or left blank for semester one and “planned” for semester two.
 - ***note: if you happen to have Econ. before Govt. then for Govt. you would list “no course” for semester one and “planned” for semester two.
- How to enter IB SL courses since the UC/CSU application doesn’t have an option to select SL-1 and SL-2, but only shows SL?
 - The UC/CSU system only grants credit for the IB SL-2 portion of the course, therefore you should select the SL option and enter the two grades received in the SL-2 segment of the course. • How to handle Dual Enrollment Classes on the UC/CSU application?
 - First of all, be sure you list Sierra College as an educational institution in which you took classes at while in HS. You do this in the same section of the application in which you list GBHS as your high school. Secondly, you will list your Dual Enrollment Classes (i.e. Sierra College classes taken on the GBHS campus) as college courses, thus in the college section. You will not list them as Dual Enrollment classes, but instead as Sierra College classes, and you will select the actual Sierra College title for these courses, such as the following.
 - DE English 12 = English 1A; DE Statistics = MATH 13

THE COMMON APPLICATION

The Common Application may require a letter of recommendation from a counselor and one or two teachers. Verify this as there are approximately 40% of Common Application schools that do not require a counselor recommendation. To expedite this process please pay attention to the following.

#1 Make sure you are COMMITTED to completing and sending the Common Application. Remember that you are relying on recommenders to do significant work on your behalf and if there is no follow through then you have wasted their valuable time.

#2 If committed to sending the Common Application, be sure to obtain a verbal commitment from your recommenders ASAP.

#3 Be sure to complete profile information (i.e. brag sheet, resume, etc.) and get that information to recommenders ASAP. Be sure to provide a minimum of TWO WEEKS advance notice before recommendation is due.

#4 As soon as you have a verbal agreement from your recommenders, be sure to go into the Common Application and do the following. **DO NOT WAIT TO DO THIS!** You do not have to complete the rest of the application to do this piece. Don't keep your recommenders waiting!

- Click on "School Forms"
- Complete the FERPA section waiving rights to access of info
 - Click "Recommenders" and complete this section carefully, making sure that names and email addresses are all correct. Incorrect emails or names will prevent student information from showing in the teacher/counselor account. Completing this section will result in an email invitation being sent to each recommender enabling them to complete their tasks electronically.

Where do I input college courses I took while in high school on the Common Application? • If the college course(s) have been placed on your high school transcript you should list those college courses in the **Courses & Grade** section.

- Select the grade level that corresponds to the academic year in which you took the course (9th, 10th, 11th, 12th, or Other)
 - For the School Name, select the high school that placed the course on your HS transcript, which for most of you would be GBHS.
 - For the Course Level, select "Dual Enrollment"
 - Note: that even if all the college courses you took were placed on your high school transcript, you still must send official transcripts from both your high school(s) and any college(s) you attended. ****Helpful suggestion.** If you provide an official transcript from the college(s) to your counselor, your counselor can upload these transcripts to the Common Application, which can then be accessed by all the colleges you apply to through the Common Application, thus eliminating the need to send one separately to each of those colleges on your own. Important, the official college transcripts must be sent to your counselor directly, preferably via email.
- If the college course(s) have **not** been placed on your high school transcript than you may list them in the **Colleges & Universities** section, which is in the **Education** section of the application.

COMMON APPLICATION FAQ's

• **What is the Common Application and will I need it?**

Answer: The Common Application is very much like what it says. It is an application that is common to many colleges that have agreed to accept it for admissions purposes. If students are applying to more than one of these schools it can greatly cut down on the amount of work needed in applying – very cool!

• **How do I know which colleges accept the Common Application?**

Answer: Check the Common Application website as it will inform as to those colleges that accept its use. There are currently over 900 colleges that use it.

HANDLING LETTERS OF RECOMMENDATIONS

- Remember that all counselor/teacher recommendations are confidential and will be sent directly to the requesting campus. They are not returned to the student, nor seen by the student. (department policy) • Give your recommenders plenty of lead time, i.e. thirty days (10 school days minimum). • Provide a copy of your personal profile information form to your recommender
 - You can access the template from the GBHS Counseling website (<http://www.rjuhsd.us/Page/1648>)
- Clearly communicate due dates for each college
- If an electronic version of your college application is not available, you **MUST** provide stamped addressed envelopes (TWO STAMPS per envelope) with GBHS as the return address. • Waive your confidentiality rights as a failure to do so may construe to colleges that your recommender may not have felt the freedom to comment honestly.