

# Columbus Signature Academy New Tech High School

## **COLLEGE APPLICATION PROCESS**

\*Applying EARLY gives your Application 1st Consideration!

\*Plan to have your Applications submitted before fall break (no applications or transcripts will be processed during fall break!)

- 1. GO** to the college's website and find the admissions page.
- 2. CREATE** an account. Be sure to write down your username and password!
- 3. PRINT** the application checklist. Be sure all requirements are submitted.
- 4. GATHER** information needed and complete the application. (Common App or SENDedu or College Website??)
- 5. PRINT** out the required form(s) to give to the counselor and/or facilitators.
- 6. SUBMIT** your application. Proofread your app before pushing the "submit" button!
- 7. REQUEST** a transcript via PARCHMENT (unless you are using Common App -- then *do not* request in Parchment). [allow 3 school days for transcript requests] \*remember to use your homeschool of East or North!
- 8. ADD** the college to your NAVIANCE account for "colleges applied to".
- 9. REMEMBER** to allow 10 school days for facils and Mr. Giebel to complete recommendations (if required). Plan ahead!

# FAQ'S

## “How do I know if my transcript was sent?”?

You can track transcript requests via your Parchment account. You can see when the transcript was submitted by North/East and when the college downloaded the transcript. *OR...* you can track the progress in Common App.

## “How do I know if my counselor submitted the Secondary School Report (and any other documents)?”

Mr. Giebel will track items sent to colleges in Naviance. Look at the “Colleges I’m Applying To” tab and under the column: “Office Status” . Once Mr. Giebel submits the required documents this column will read “Initial materials sent”. *OR...* you can track the progress in Common App.

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### **\*NOTE ON DUAL CREDIT:**

Sending a high school transcript to a college will NOT enable the college to accept any dual credit courses you may have taken. **In order to receive credit for dual credit courses, you will need to request that the college (Ivy Tech, IUPUC, etc) send your college transcript to the college you plan to attend!** (Mr. Giebel does NOT have access to your college transcripts). Request this directly from Ivy Tech or IUPUC or Vincennes.

**Many students wait and do this at the conclusion of their senior year when completing orientation to the college they are attending and they are scheduling classes.**

### **WHAT ABOUT SCHOLARSHIPS?**

Sign up to receive the weekly scholarship newsletters!

Visit East &/or North Counseling pages to SIGN UP for the weekly scholarship newsletter!

Start preparing to APPLY, APPLY, APPLY!