



Your Guide to

COLLEGE

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PREPARING FOR COLLEGE

In many ways, you've been preparing your college application for years.

We like to say that the college application process is a 'test' of the self. Rather than testing your knowledge of the quadratic formula, photosynthesis, or the correct placement of a subordinate clause, applying to college is a time for you to demonstrate how well you know yourself. Your college applications are a display of your growth and development over the course of high school, and they offer universities the chance to get to know you as a student, a community member, and an evolving individual.

The college application process is also a time for you to consider the many, many options you've afforded yourself by your years of hard work in high school, as well as to think about how you'd like the topics you've studied and the experiences you've had to come together in a plan for your future. A large portion of the college application process is considering the type of university that would be a good fit for you. Take time to reflect on your past achievements, consider your future goals, and think about how you hope college will shape you socially and academically.

The good news is that you are never alone in this journey! High school counselors are excellent resources and can offer you professional guidance every step of the way. Likewise, parents, teachers, and friends can serve as invaluable sources for advice. Admissions officers at colleges across the country are also happy to provide perspective and serve as a resource. We know this process can be challenging and confusing because we've lived it as students, and also because we help other prospective students, like you, navigate this process every day.

Feel free to consult this guide as you progress through the application process. We hope that, once you've finished reading, you'll feel more comfortable navigating the application process at highly selective schools and also confident and excited about your path to college.

EXTRACURRICULARS

Extracurriculars are the activities that you do outside of class. They can include high school clubs, sports, hobbies, jobs, and even significant family responsibilities. Many colleges will ask about your extracurriculars to understand how you spend your time when you are not in the classroom and how you might contribute to their campus community.

Hopefully, you've enjoyed exploring your interests through clubs, activities, and community organizations throughout your time in high school! Find activities that matter to you and that you enjoy doing. Try to get as involved in those things as you can, and look for ways to develop your leadership skills. Remember: you do not have to be the president of 17 clubs to go to college! Colleges will be more impressed by genuine commitment to an activity, interest, or family responsibility than by superficial involvement in any number of activities.

COLLEGE LIST

Your college list will contain all the colleges where you want to apply. As you begin to create this list, prioritize schools that match your interests, goals, and talents. This will require a lot of research, but a good college list can give you a great start towards strong college applications and success once you arrive on campus.

COLLEGE LIST



SCHOOL TYPE

Regardless of where or how you look for schools, your first priority should be to find colleges that have shown **strong performance in these two categories:**

Graduation Rate

The graduation rate is the percentage of students that complete their studies at a college and receive a degree. The higher this number, the more confident you can be that a college offers a quality education and great support for students.

Average Student Debt

Average student debt reflects the affordability of a college's education. As with most things, more expensive does not always mean better! Find schools that offer good financial aid or low tuition costs in order to take on as little debt as possible and set yourself up for success after college.

STRIKING A BALANCE

Building a strong college list is also about researching a school's standards to see what combination of academic and non-academic features is a good fit for you. Make sure to apply to a few different universities! Having a variety of options ensures that you'll have multiple choices that are well-suited to your skills and personality.

ONLINE COLLEGE RESOURCES:

- The Coalition for Access, Affordability, and Success (coalitionforcollegeaccess.org)
- Big Future by the College Board (bigfuture.collegeboard.org)
- College Greenlight (collegreenlight.com)
- The College Scorecard (collegescorecard.ed.gov)

COLLEGE PREFERENCES TO KEEP IN MIND

Size: Student body size? Small or large class sizes?

Location: Urban, rural, or suburban? In-state or out-of-state?

Culture: Sports fans? Religious affiliation? Greek life?

Academics: Core curriculum or general ed requirements? Preferences in major/minor offerings?

Type: Liberal arts school? Public? Private? Religiously affiliated?

Financial Aid: Loans or Grants? Scholarship offerings?

Opportunities: Post-graduate and internship offerings?

Services: Essential campus services? Student support services? Academic and career counseling?

THE COLLEGE APPLICATION

As you begin to think about your college applications, the most important thing to remember is that your applications will be more than essays, more than transcripts, and much more than test scores.

TRANSCRIPT

After you submit your application, your counselor will receive a notification to send your high school transcript to colleges, along with a School Profile that includes additional information about your school's curriculum and student body. The transcript tells the story of your time in high school—classes in which you challenged yourself and did well, upward trends across your four years, and your grades and GPA. Rather than worry about any one particular class or grade, think about how each class fits into your overall story; that is what colleges are looking for.

TESTING

Some colleges, but not all, require students to submit standardized test scores as part of their application. Those that don't are "test-optional," and may allow you to submit alternative materials—like research projects, creative writing projects, or other works of note—that demonstrate your college readiness and ability to solve problems. Colleges that do require standardized test scores typically accept either the SAT, the ACT, or both. Be sure to check specific testing policies on a college's website.

ACT

- Contains multiple-choice sections in English, Mathematics, Reading, and Science, and an optional essay-writing section
- Scored on a scale of 1-36

SAT

- Contains multiple-choice sections in Reading, Writing and Language, and Math, and an optional writing section
- Scored on a scale of 400-1600

ADDITIONAL TESTING

Some schools may also ask you to submit supplemental standardized test scores for a specific academic subject. Examples of this type of test include: IB assessments, SAT Subject Tests, AP Exams

STUDY RESOURCES

- ACT offers free daily practice questions and a free study guide online at act.org/content/act/en/products-and-services/the-act/test-preparation.html#free.
- ACT has partnered with OpenEd to provide free instructional videos and quizzes at resources.opened.com/act-practice.
- Khan Academy offers free online SAT prep in partnership with College Board. You can access over 4,000 questions and videos lessons, as well as SAT Tips and Strategies, at khanacademy.org/test-prep/sat.
- College Board has published a series of study guides on their website at collegereadiness.collegeboard.org/sat/inside-the-test/study-guide-students. They also have a free mobile app that offers daily practice for the New SAT (download from the App Store or Google Play by searching "Daily Practice for the New SAT").

ESSAYS

Your personal essay will be an integral part of your application. Whatever you choose to write about should reflect an aspect of your personality in a creative, attention-grabbing way. **Tips for writing a short essay:**

- Remember: no idea is inherently bad! As long as it does not portray you in a negative light, anything about yourself and your life experiences can be used to craft an interesting and compelling narrative.
- Details are the most important component of your essay. Authentic details paint a vivid and memorable picture of you and your experience in your readers' minds. Know the line between good detail and excess.

LETTERS OF RECOMMENDATION

You should ask for letters of recommendation from teachers who have impacted you in your time in high school—teachers who inspired you, teachers whose class you looked forward to going to every day, teachers with whom you developed a quality relationship. Many selective schools require a letter of recommendation from your high school counselor and two additional letters of recommendation from your teachers.

INTERVIEWS

Some schools offer applicants interviews during the application process. When preparing for an interview, knowing yourself and how to talk about your strengths will enable you to present these qualities to admissions representatives.

Before your interview, make sure to:

RESEARCH

Do some research on the school. Pay attention to which majors, internships, and programs they offer that interest you in particular.

GO IN WITH QUESTIONS

The interviewer will ask you if you have any questions at the end of the interview. Show them that you did your research and have a genuine interest in attending the college!

STRENGTHS

Consider some of your personal qualities that you're most proud of. How might you best provide a two-minute answer to a question about these skills?

DRESS NICELY AND ARRIVE ON TIME!

There is no need to wear business formal attire, but you should dress for the occasion—a button-down shirt or blouse and slacks is standard.

FOLLOW UP

Follow up by sending the interviewer a thank you email after the interview. Be direct, be courteous, and consider including a specific reference to your conversation that will allow the interviewer to recall who you are.

COMMON INTERVIEW QUESTIONS:

- What is your favorite subject/class in school? Why?
- What have you been involved in outside of class?
- Why did you apply to ---- College?
- What is your least favorite class in school? Why?

INTERVIEW ALTERNATIVES

Some schools will offer alternatives to in-person interviews, like a video submission. With a video interview, practice what you want to tell the school in the video, and make sure to review and edit the video before sending it in with your application. Keep in mind schools will also have varying deadlines, so make sure you give yourself enough time to create and upload the video.

DEADLINES

It is important to remember application deadlines when you are preparing your application. Colleges often have unique application deadlines or application plans that are detailed on their application website.

EARLY ACTION (EA)

Early Action is a non-binding application plan with an early deadline, generally around early November, for students who are applying to a top-choice college. Decisions are usually released in mid-December.

EARLY DECISION (ED)

Early Decision is an application plan for students who are applying to their top-choice college and are ready to make a binding commitment to attend. To apply ED, you, along with your parents and high school counselor, must sign a contract that confirms that you will attend the school to which you applied and will withdraw all your other college applications.

REGULAR DECISION

Regular Decision is a non-binding application plan with a deadline in late December. You can apply to as many schools as you want to under the RD plan. Decisions are usually released in mid-March.

?? DECISIONS

ACCEPTED

Congratulations, you've been admitted! You have until May 1st to respond to your offer of admission. If you applied under Early Decision, you've committed to attending the college to which you were accepted. Withdraw your other applications and submit your enrollment deposit.

DEFERRED

The college wasn't prepared to make a decision yet, so you've been moved into the Regular Decision pool. Express your continued interest with a strong letter (sub-500 words) to the school, along with any relevant academic or extracurricular updates. You'll receive a decision when RD results come out. Being deferred and in the Regular pool means you can apply ED-II to another school.

RESTRICTIVE/SINGLE-CHOICE EARLY ACTION

Restrictive or Single-Choice Early Action is similar to EA, but students agree not to apply to other **private** colleges and universities under any Early application rounds (including EA, ED, and Restrictive/Single-Choice EA).

- You can apply to other **public** colleges and universities with a non-binding early application.
- You can apply to colleges and universities with a **non-binding** rolling admission process.
- You can apply to private institutions with a **non-binding** early application **IF** they have early scholarship deadlines or special academic programs.

ROLLING ADMISSION

Colleges with Rolling Admissions accept applications from fall of senior year through the summer, and usually notify you of your decision within a few weeks of applying. Apply early to improve your chances for acceptance, scholarships, and first choice in housing.

WAITLISTED

When a college has more applicants it wants to accept than it has room for, students are waitlisted to be admitted as spots open up. If you've been waitlisted, express your continued interest with a strong letter (sub-500 words) after accepting your spot on the waitlist. Consider other schools you've been accepted to, in case your preferred school is unable to accept you off the waitlist.

DENIED

The college you applied to was unable to offer you admission. Selective colleges are often unable to offer admissions to all qualified applicants. Sit tight for your other decisions and finish any other incomplete applications you may have.

FINANCIAL AID

There are various types of aid, including grants, scholarships, work study, and loans. Take into account the different aspects that play into how your financial aid is determined.

TYPES OF SCHOLARSHIPS

Need-Based: Solely for financial aid; "need" is determined by schools in proportion to the financial background of students

Academic: Solely for academic achievement; students should have a good GPA to apply (3.5 or higher in most cases)

Athletic: Solely for athletic talent; given with intent for the student to play the sport for the school

"Full-Ride": Very competitive scholarships; covers cost of tuition and fees, room and board, and possibly student life costs (books, travel, etc.)

Full Tuition: Covers cost of tuition and fees (registration, classes, graduation, examinations, etc.) at the school

Merit-Based: Solely for achievements; given based on the value of the merit the student contributes to the school

Other: Anything and everything! Scholarships based off religion, ethnicity, location, personal preferences, family situation, disabilities, activities, service, academics, etc. (may or may not be affiliated with the school)

HOW TO APPLY

Research the possibilities!

Search for scholarships on the following websites: scholarships.com, cappex.com, scholarshippoints.com, fastweb.com, College Board Scholarship Search, scholarshipexperts.com, supercollege.com, nextstudent.com, and more!

- Make sure the scholarships are legitimate by cross-checking scholarships across different websites.
- Do not pay for a service to find scholarships for you.
- Review the application to see what it entails.
- Compile a list of scholarships you can apply to in the upcoming year.
- Be mindful of application deadlines!

SOME BIG SCHOLARSHIPS

Gates Millennium Scholars: A scholarship funded by the Bill & Melinda Gates Foundation that offers students of color the chance to pursue higher education without financial burden

Horatio Alger Jr. Scholar Program: A scholarship named after Horatio Alger Jr., a man who believed every person could achieve the American Dream with hard work despite adversity

Jack Kent Cooke Foundation: A scholarship program dedicated to giving students from low-income backgrounds the tools necessary to be successful in higher education environments

Stamps Foundation: Partner schools offer scholarships to students who show exceptional leadership qualities, academic merit, and strong character

Posse Foundation: A full tuition, nomination-based program for students to be in a "Posse" of about ten students from the same area who go to the same college/university and serve as a support system for each other throughout college

QuestBridge Scholar Program: A full-ride scholarship opportunity for students from low-income backgrounds

FINANCIAL AID

FAFSA (FREE APPLICATION FOR FEDERAL STUDENT AID):

The FAFSA Document

The FAFSA is a straightforward document to fill out.

You will need:

- Your social security number
- Your parents' social security numbers (if you are a dependent student)
- Your driver's license number (if you have one)
- Your Alien Registration Number (if you are not a U.S. Citizen)
- Your federal tax information and tax returns, including IRS W-2 information, if applicable
- Your parents' IRS 1040 or Foreign Tax Return (if you are a dependent student)
- Records of untaxed income—child support received, interest income, veterans' noneducation benefits—for you and for your parents (if you are a dependent student)

FAFSA Awards

Colleges use your FAFSA to determine your eligibility for financial aid awards, **which include:**

- Federal Pell Grant: ~\$6,125 (amounts change annually)
- Federal Supplemental Educational Opportunity Grant (for students with exceptional financial need): up to \$4,000
- Teacher Education Assistance for College and Higher Education Grant (TEACH Grant, for undergraduate, post-baccalaureate, and graduate students pursuing a career in teaching): up to \$4,000
- Iraq-Afghanistan Service Grant (for non-Pell eligible students whose parent/guardian has died as a result of military service or the events of 9/11): up to the maximum Pell Grant amount
- Federal Work Study (part-time jobs on- or off-campus; money is earned while attending school)

Eligibility

To see if you qualify for federal funds, review eligibility criteria at: studentaid.ed.gov/sa/eligibility/basic-criteria.

Interest

All loans, whether federal or private, come with interest rates. An interest rate is a percentage of the student loan funds added onto the original sum of the loan that you took out. As you pay off your student loans, you must also pay off the interest that has accumulated over time. No loan is exempt from interest.



CSS/FINANCIAL AID PROFILE (FOR NON-FEDERAL FINANCIAL AID)

- Almost 400 colleges across the U.S. accept CSS. You can see a list at: profile.collegeboard.org/profile/ppi/participatingInstitutions.aspx
- Available for international students and non-US citizens!
- Instructions for applying can be found at: cssprofile.collegeboard.org

Net Price Calculators. Many schools offer Net Price Calculators on their websites, which allow you to estimate the amount of financial aid you can expect to receive.

RESOURCES FOR INTERNATIONAL STUDENTS

EXPLORING COLLEGES

Many colleges offer virtual tours of their campuses online so that you can get a feel for the school and campus life even if you cannot visit. You can also research colleges on BigFuture at bigfuture.collegeboard.org.

LANGUAGE COMPETENCY

If your first language is not English, or if the primary language of instruction at your high school was not English, you'll most likely be required to submit proof of English language proficiency. Most schools will accept score reports from either of the following tests, but double check the application requirements of each school you are applying to.

TOEFL iBT Test (Test of English as a Foreign Language)

Serves as an indication of your English language abilities measured at the university level

- ETS offers free test prep on their website
- To register to take the test or to send scores to colleges, visit: ets.org/toefl

IELTS (International English Language Testing System)

University-level English language proficiency test

- To register to take the test or to send scores to colleges, visit: ielts.org/what-is-ielts/ielts-for-study

TAKING THE SAT/ACT/SUBJECT TESTS

Register early! Seats and test dates may be more limited if you're testing outside the US and US territories. The SAT is offered internationally in October, December, March, and May. SAT Subject Tests are offered internationally in October, November, December, May, and June. The ACT is offered internationally in September, October, December, April, and June. You must register online.

- There is no late registration for international test takers for the SAT and SAT Subject tests.
- More information about the SAT and SAT Subject Tests for international students can be found at collegereadiness.collegeboard.org/sat/register/international.

VISAS AND WORK SPONSORSHIP

Visas to enter US and start school:

After you are admitted to college, your school will help you with the necessary paperwork to support you through the visa process, including helping you secure an I-20 supporting document. Each institution will have a different process, timetable, and instructions for how to go through this process.

H1B to work in the US:

Preference for STEM majors and jobs. For work authorization, bring your proof of employment to a Visa Office to get an SSN.

Financial Aid:

Many U.S. colleges and universities are need-sensitive during the application process. This means that during the application process, a college or university will take into account your request for need-based financial aid and how much aid you require. Each institution will have different policies for the amount of aid they award and the process of how to apply for aid.

Deadlines:

Deadline information and more can be found online at: international.collegeboard.org/prepare-to-study-in-the-us.



HIGH SCHOOL CHECKLIST

High school is a vital period for you to learn, get involved, and grow into the person you will become when you begin applying for college. Each year is an important step in the process. The following checklist contains tips and suggestions for you as you navigate your four years of high school and begin to think about college.

FRESHMAN YEAR

THROUGHOUT THE YEAR

- Focus on your grades! Your grades are one of the most important components of your college application. They attest to your work ethic and mastery of material.
- Start to plan your classes for the next four years. Most colleges like to see: 4 years of English, 3-4 years of Math, 3-4 years of Science, 3-4 years of Social Sciences, and 2-3 years of a Foreign Language. Many students exceed these expectations.
- High school is a time for discovery! Start getting involved at school or in your community through extracurricular activities, jobs, or volunteer work.
- Start filing your activities, accomplishments, and favorite essays on the Coalition website: use the Locker!

IN THE SUMMER

- Look into summer opportunities. Consider volunteering. Hospitals, parks, zoos, and museums—just to name some—are always looking for enthusiastic volunteers.

SOPHOMORE YEAR

THROUGHOUT THE YEAR

- Focus on your grades!
- Continue planning your classes. Look at the AP, IB, or Honors classes your high school offers.
- Stay involved and seek new opportunities. Consider taking up leadership roles in the activities in which you're most invested.
- Continue updating your Coalition Locker with your favorite projects and awards.
- Continue exploring college payment options with your parents.
- Start looking into colleges. Go to college fairs happening in your area.

IN THE FALL

- Take the PSAT/NMSQT. The National Merit Scholarship Program pools together the top performers on the PSAT and gives them a chance to be considered National Merit Scholarship Finalists. Finalists, if selected, receive various forms of college scholarship money.

IN THE SUMMER

- Continue looking into summer opportunities. Look into paid jobs and internships. Campaigns, public offices, local hospitals, and libraries, for example, all look for high school interns!
- Take summer classes or start looking into pre-college programs. Some high schools offer advanced summer classes that'll give you a leg up during the school year.

JUNIOR YEAR

THROUGHOUT THE YEAR

- Focus on your grades!
- Take advanced classes that interest you (AP, IB, Honors, etc.).
- Talk to your counselor about High School/College Dual Enrollment. Dual enrollment lets you enroll in college courses while still in high school.
- Connect with your counselor and begin exploring college options. Ask for help in drafting your list of colleges you are interested in.
- Continue getting involved, staying involved, and looking into leadership roles in your extracurriculars.
- Continue updating your Coalition Locker with important documents.
- Continue weighing financing options with your parents.
- Continue looking at colleges. Attend college fairs, go to info sessions, and make college visits.
- Pay attention to your health. School can become especially stressful around junior year. Don't be afraid to seek support from family, friends, teachers, mentors, and school counselors.

IN THE FALL

- Take the SAT, ACT, or SAT Subject Tests. Schools you apply to may require these tests. Please check their websites.

IN THE WINTER

- Apply to summer programs. QuestBridge offers scholarships to summer college programs at schools including Emory, Notre Dame, UPenn, Stanford, UChicago, and Yale.

- Register to take the SAT or ACT in the Winter or Spring.
- Make a preliminary college list.
- Look for scholarships. The College Board has excellent scholarship resources. Colleges also offer merit scholarships, which you can find on their websites.
- Set up appointments to visit your top college choices. Call the admissions office or use the college's website.

IN THE SPRING

- Think about which teachers you'll ask for recommendations.
- Set up a meeting to talk to teachers about letters of recommendation.
- Ask your counselor if you qualify for a testing fee waiver.
- Take the SAT, ACT, or SAT Subject Tests if you have not done so already, or retake the test if you are trying to improve your score. Schools that you are applying to may require specific subject tests; be sure to check their websites for requirements.
- Take AP exams.

IN THE SUMMER

- Fill out all the sections of the Coalition App. Resources on how to utilize the Coalition platform can be found in the Appendix!
- Plan more visits to colleges you're interested in.
- Draft college essays.
- Update your preliminary college list.
- Make a college payment plan with your parents.

SENIOR YEAR

THROUGHOUT THE YEAR

- Focus on your grades!
- Take advanced classes that interest you (AP, IB, Honors, etc.).
- Continue getting involved, staying involved, and assuming leadership roles.
- Continue updating your Coalition Locker and identify the pieces you feel closest to. Use these pieces as inspiration for your college essays.

IN THE FALL

- Connect with your high school counselor and develop a plan of action. Finalize your college list, determine which scholarships you're applying to, which financial aid applications you'll fill out, and be on top of your deadlines!
- Ask your counselor if you qualify for an application fee waiver.
- Finish your remaining personal essays.
- Make sure your counselor sends your transcript.
- Ask teachers for letters of recommendation if you have not done so already.
- Make a calendar so you can mark down your application deadlines.

IN THE WINTER

- This is the last chance you have to retake your SAT Subject Tests!
- Early results! You'll either be Accepted, Deferred, or Denied.
- Finish filling out FAFSA and other financial aid documents.

IN THE SPRING

- Take AP exams.
- Regular Decision Results! You'll either be Accepted, Denied, or Waitlisted.
- Submit your enrollment deposit! May 1st is the national deadline for committing to the college of your choice (for non-rolling admission schools).

IN THE SUMMER

- Update any email or mailing preferences to make sure you are getting all the important information you need!
- Complete any other enrollment paperwork your college sends you.
- Research work-study opportunities. Contact the financial aid office to get a work-study job lined up for the fall.
- Contact your roommate(s)! You'll usually receive information about housing a few weeks before school starts, including who you're living with, which gives you the opportunity to get to know your roommate(s) before move-in day.
- Go to orientation. Attending orientation is essential in preparing you for the next four years.
- Depending on the school, there might be one college orientation for all incoming freshmen, or a few separate sessions. Your school will send you the information you need.
- Buy school supplies, dorm furniture, and textbooks. The campus bookstore should have everything you need!

APPENDIX:

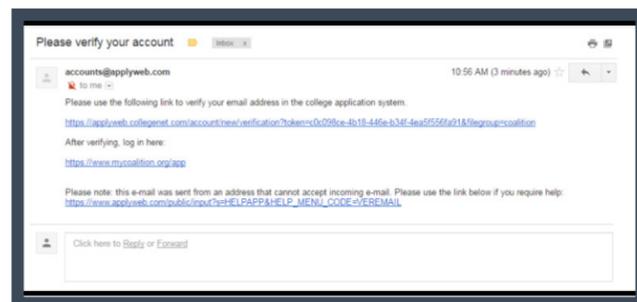
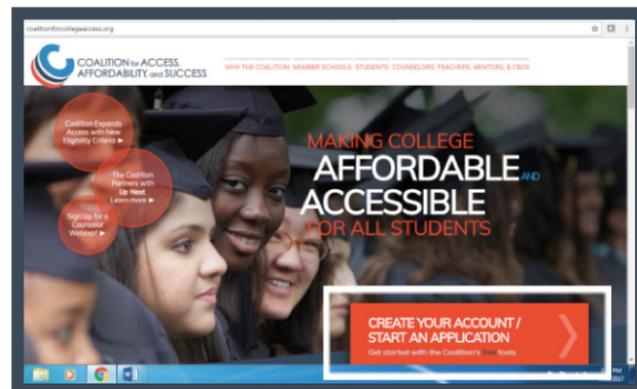
The following section contains a step-by-step guide for creating a Coalition Account; organizing personal information through the MyCoalition profile; building out your Contacts list—individuals who can help you shape your application; uploading and sharing documents through the Locker function; and completing college applications. Additionally, it includes a list of free, supplementary learning resources that can help you bolster your knowledge in different subject areas and prepare you for the college experience.

HOW TO USE MYCOALITION

The Coalition for Access, Affordability, and Success allows students to apply to college by using the Coalition Application. This application can be used to apply to any of the 140+ colleges that are members of the Coalition. To use the Coalition application, you must first create a MyCoalition account and profile. Your MyCoalition account and profile can be used throughout high school as a storage space for materials and information to help document your growth and achievement.

ACCOUNT CREATION

1. Visit coalitionforcollegeaccess.org.
2. On the home page, click the button that says “Create your account/Start an application,” enclosed in the white box to the right.
3. Press the “Create Account” button on the Login tab that appears.
4. Enter the email and password you will use to log in to the account in the future. Confirm your password.
5. Enter your legal name and date of birth. Then, click the “Create Account” button at the bottom of the page.
6. Now, verify your email. An email will have been sent to the address that you provided.
7. Click on the first link in the email to verify your account’s email address.
8. Congratulations! You have successfully created your Coalition account.



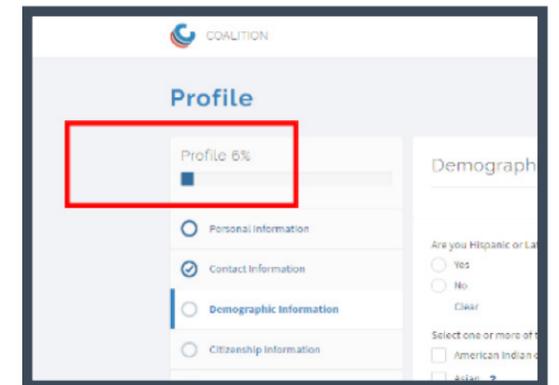
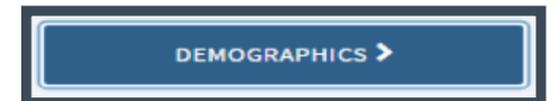
MYCOALITION PROFILE

What is the MyCoalition Profile?

The MyCoalition Profile is part of your MyCoalition Account, which organizes basic information about yourself, your family, and your interests. This information will become part of the college applications you submit through MyCoalition.

How to complete your MyCoalition profile:

1. Log in to your MyCoalition account.
2. Select “Student” on the Welcome to the Coalition page that comes up and then hit continue.
3. On the Overview page, select the first option, “Start your Profile.”
4. Fill in your personal information and then continue filling out the rest of your profile. The different sections of the profile can be accessed either by clicking the tabs on the side of the page OR the buttons at the bottom of the page.
5. Note that you can track your profile-completion progress by monitoring the progress bar outlined in the red box to the right. Optional fields are indicated in parentheses).
6. Once you have filled out all the sections, you have completed your profile!



COLLABORATION SPACE CONTACTS

What are Contacts?

Contacts are other accounts to which you are connected. You can assign different relationships to your contacts, including “Friend,” “Counselor,” “Mentor,” etc. You can easily access these contacts through the Coalition Platform to share a document, add them as a recommender, or message them directly.

1. Click the “Home” drop-down menu at the top of the screen. Select “Contacts” from the menu that appears.
2. Click the “Invite New Contact” button.
3. Enter the required information about your new contact: first name, last name, email address, and the relationship they have to you. You may create a new relationship if you feel the options listed do not fit the relationship you have with your new contact.

4. After entering the necessary information, click the “Invite” button. Your contact will receive an email as well as a notification on their Coalition account, letting them know that you have added them.

How to use the Inbox:

1. Click the “Home” drop-down menu at the top of the screen. Select “Inbox” from the menu that appears.
2. Click the “New Conversation” button to draft a new message. You can either enter a new email address or simply look up one of your contacts to direct your message. Messages addressed to you can be found in the inbox.



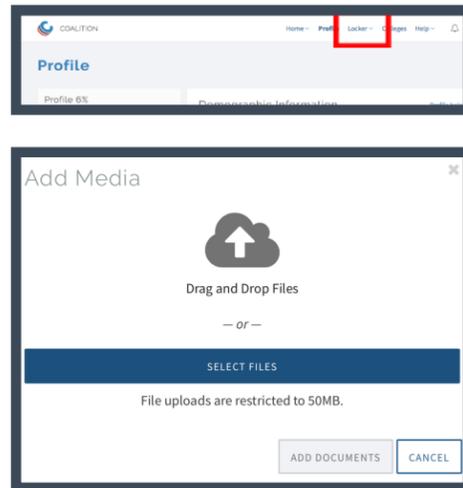
LOCKER

What is the Locker?

The Locker consists of two major components. Both are accessible by clicking the “Locker” drop-down menu at the top of the screen. The first component, entitled “Media,” consists of documents that you upload throughout high school. These documents are then easily accessible if an application requires an attachment during the application process. The second component, entitled “Official Documents,” consists of documents that are required for the application process—these include official transcripts, letters of recommendation, etc.

How to upload files to the Media Section of the Locker:

1. Click the “Locker” drop-down menu at the top of the screen (outlined in red). Select “Media” from the menu that appears.
2. Once on the “Media” page, click the “Upload” button to open the “Add Media” window.
3. After clicking “Select Files,” you can select the files on your computer that you wish to upload to your Locker. Then click the “Add Documents” button at the bottom of the window.
4. You have successfully uploaded files to your Locker!
5. After uploading files, the Locker will present you with different options to organize and rename them.



How to share documents:

1. You can share documents by clicking the Share icon. If the documents are displayed as a grid, this icon can be found on the top left corner of the document thumbnail. If the documents are displayed as a list, it can be found to the right of the document title.
2. After clicking the Share icon, you will see a window prompting you to enter the email address of the person you are sharing the document with, as well as an optional message. In this window, you can easily look up and select a person from your contacts to be the recipient of the document.



How to access and use the Official Documents section of the Locker:

1. Select “Official Documents” from the Locker drop-down menu at the top of the screen.
2. Below each section (Counselor Recommenders, Academic Recommenders, Other Recommenders), there is an “Add Recommender” button. After clicking on this button, you have the option to add one of your already existing contacts as a recommender or a new contact as a recommender by entering their email.

MYCOALITION COUNSELOR

MyCoalition Counselor is a resource that contains articles that helpfully answer many frequently asked questions about the college admissions process. The articles in this section are organized by subject matter as well as the high school class they target—there are articles targeted toward freshmen, sophomores, etc. MyCoalition Counselor can be accessed by clicking the “Help” drop-down menu at the top of the page and then clicking “MyCoalition Counselor.”

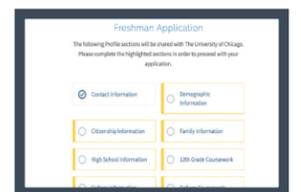
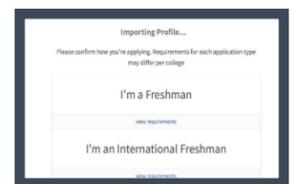
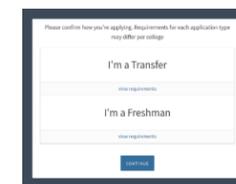
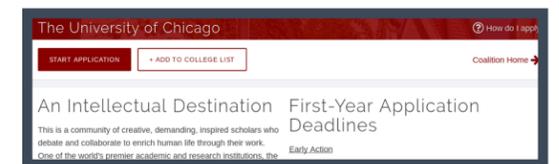
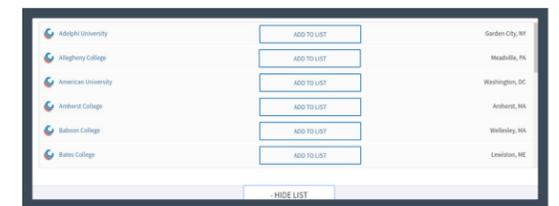
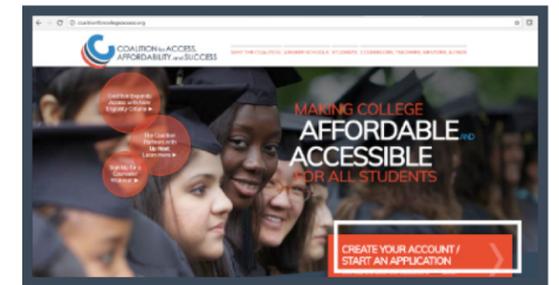
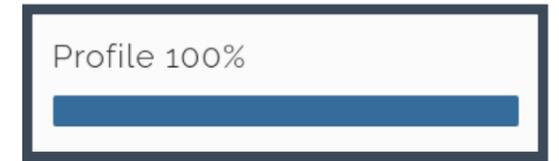
COLLEGE APPLICATION PROCESS

Preparation:

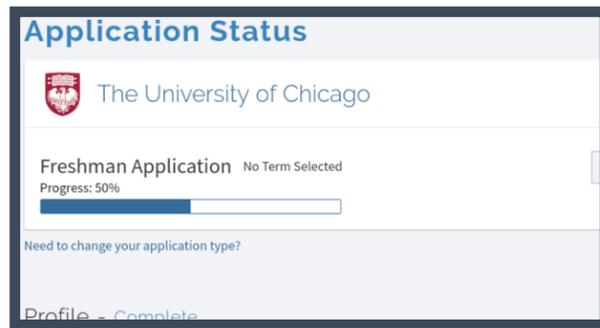
Before starting your college application(s), be sure you have completed your profile. To check that you have done so, make sure your Profile progress bar is at 100%. If it is not, then you still have some sections to fill out!

How to begin a college application:

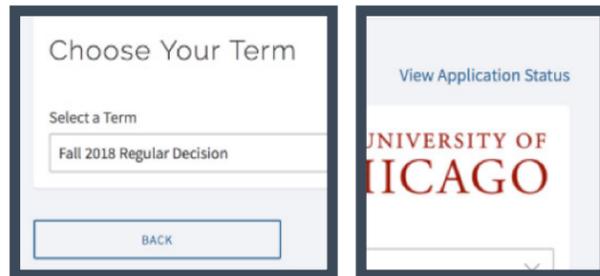
1. To start an application, go to the “Colleges” tab, which will prompt you to the screen shown to the right. Here, you can either search for the college to which you want to apply by typing the name into the search bar, or by clicking “+ SHOW LIST”
2. Once you see the school to which you want to apply in the list, click “ADD TO LIST.” If have successfully added a school, it should appear on your list as shown to the right.
3. To view a school’s application details, click on the school name. A window will open that contains an overview of the school’s profile as well as school-specific application information (e.g. application due dates).
4. To begin the school’s application, click the “Start Application” button (located at the top of the screen, under the school name). You may also begin the application by pressing the “Start Application” button on the “Colleges” page itself, but only once the school has been added to your list.
5. Once you start your application, you will be prompted to select how you are applying (as a freshman, transfer, international student, etc.). Select the option that applies to you in order to import your profile into your application. Click “view requirements” if you are unsure which term describes you.
6. If you have completed your Profile, the application will look like the image on the left. If your Profile is incomplete, then sections will be highlighted, and your application will look like the image on the right. You can complete these highlighted sections by clicking on them, which will take you to the section of the Profile that you need to complete. Once you complete all the sections of your profile, you may return to this page and click the “Start Application” button located at the bottom of the page.



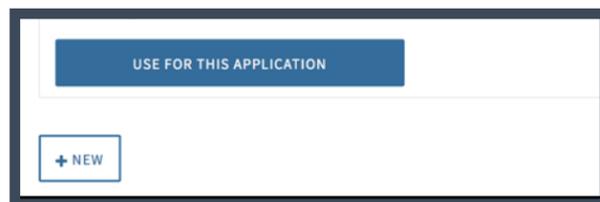
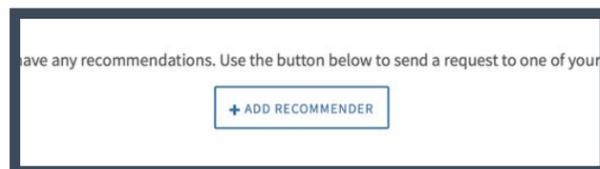
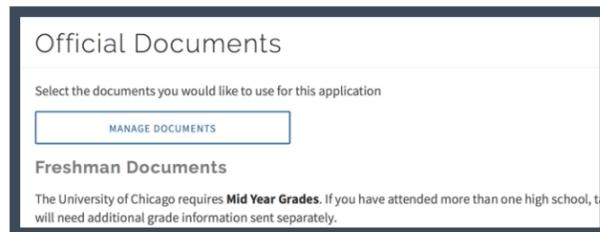
7. Once you proceed, you will be taken to the Application Status page, which has a progress bar (shown to the right) for this school-specific application. As you complete the listed tasks, they will get checked off, and your progress bar will fill up, letting you know how close you are to completing the application.



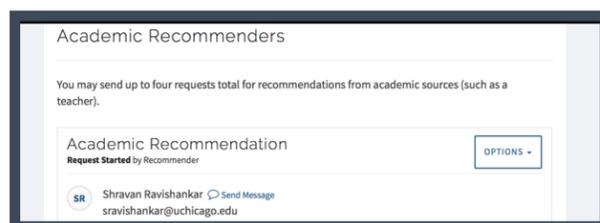
8. After you have finished the Profile, the second section for you to complete is “Term,” which refers to the application round during which you are applying. After clicking the “Go to Terms” button on the application page, you will be taken to a page with a drop-down menu (shown to the right). Select the application round for which you are applying. Afterwards, you may click “View Application Status” to return to the Application Status page, “Back” to go back to the Profile section, or “Continue” to continue to the next section of the application.



9. For any official documents, such as transcripts or mid-year grades, you must click “Request” and then select the contact who will upload these documents for you. To obtain recommendations, you must click “+Add Recommender” to add the first recommender. For each further recommender, click “+NEW” and select or enter the contact information for the next recommender. To make changes to these selections, click either the “Manage Documents” or “Manage Recommenders” button. Then, scroll down to click the drop-down “Options” menu beside the contact you wish to change. After canceling the initial request, you can use the “Options” menu again to delete the request from your screen.



10. Once you have completed all the sections, click “Submit Application.” If you wish to pause your application and come back to it at a later time, you can always exit the application and continue it later by clicking the “Continue Application” button on the “Colleges” tab.



ADDITIONAL LEARNING RESOURCES

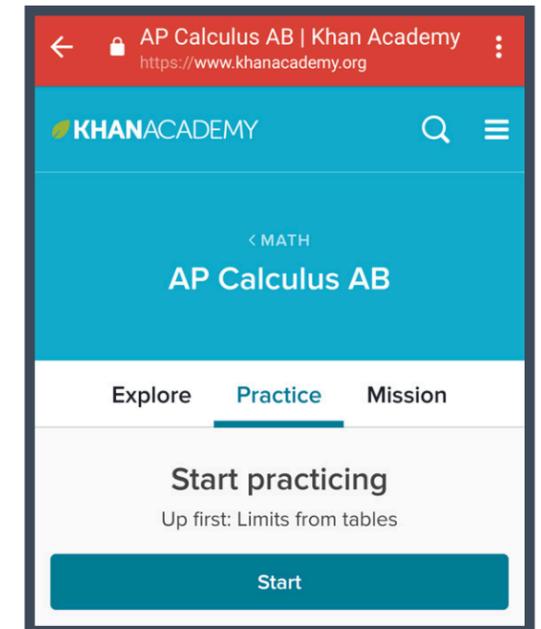
Open educational resources (OER) are multimedia, open-license digital tools that expand education through teaching, learning, research, and assessment. They provide students with access to free platforms without a distance restriction, and offer an alternative educational paradigm.

KHAN ACADEMY

Offers easy-to-understand lessons and tutorials in a variety of subject areas. The website provides tutorials you can watch and take notes on. These tutorials are followed by practice tests and quizzes that students take to improve their understanding. Khan Academy can be accessed and used with or without an account. However, to take advantage of features like Test Prep, students should create an account.

To sign up:

You may use your email, Google login, or Facebook account to sign up. You will be asked for your birthday and will need to make a username and password.



EDUCURIUS

Uses a project-based learning curriculum that is aligned with the standards of the State Core Curriculum. The Signup Process for this platform is clearly explained on the website, but it is advised to contact Educurious directly in order to integrate their courses with your studies.

I'M FIRST

Designed to give first-generation college students a means to prepare for the college experience. The platform allows first-generation students to share their experiences with others who may be following the same path they are. Students can post blogs to the website describing their expectations of college and what they learned during their first year. The website also features a list of institutions dedicated to enabling access for first-generation students.

To sign up:

You can create an account using your Facebook account or personal email. Then, fill out a short form for your graduation year and password.

