SENIOR

(October / Unit 14): Postsecondary Admissions / Applications
You will need to use the information from this Portfolio, do not throw it away

Objective: Apply to three postsecondary institutions.

To successfully complete this unit and receive your stipend, complete the following activities:

- Complete all activities in this unit.
- Parents/guardians make sure your information is included **Reflection Sheet**.
- Complete the Stipend Request form.
- Have site sponsor/parent sign the Self-Reflection.
- Your grade check will be provided by your Site Sponsor.
- Be prepared to review it with UB staff on _______.

Stipend Requirements

Stipend Amounts	Possible Portfolio Completions
Complete = up to \$40.00	<u>Unit 100% complete</u> : turned in on-time, complete by the time of your UB meeting.
Partial = \$0	Unit is between 75% and 100% complete
Incomplete = \$0	<u>Unit less than 75% complete</u> (even if unit includes parent/guardian and site sponsor signatures)

What to do if you are absent on portfolio visit days.

Planned Absences (e.g. sports games, field trips, etc.)	Unplanned Absences (e.g. sick, flat tire, abduction by aliens, etc.)
 Give your binder to your site sponsor <u>before</u> <u>you leave</u>. UB staff will review your work, and you are eligible for a stipend. If there are unforeseen problems with finishing your unit, <u>notify your site sponsor and/or UB staff immediately</u>. 	 Give your binder to your site sponsor the day you return to school. You are still eligible for a stipend. If there are unforeseen problems with finishing your unit, notify your site sponsor and/or UB staff immediately.

Upward Bound Contacts

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Step 1:

To finish this unit, you will collect all materials and complete/submit three post secondary admissions applications. If you know where you are going to college and have already applied and been accepted into a college please contact the UB staff and let us know. If you are interested in more than three schools make sure to submit applications to all of them.

Please complete the following steps:

- 1. Fill out an online application for three schools you want to go to. You will need to collect the following items to actually apply.
 - 1. **official transcripts,** you will need to go and speak with your counselor or office personnel to obtain this
 - 2. **fee waiver forms,** most schools ask for an application fee (ASU is \$50, NAU is \$25, U of A is \$50) so talk to your counselor to see if you qualify for a waiver of the fees
 - 3. **test scores,** schools will ask for your test scores from the ACT or SAT
- *You should have the colleges you would like to apply to firmly in your mind by now. Remember last year you completed a Portfolio that focused on the colleges that you wanted to attend. Focus on the colleges you actually want to go to, not where you think will be easiest or where your friends are going.
 - 2. <u>Most colleges/universities now utilize online applications</u> Here are examples of some application pages from Arizona's three state universities, these are just examples **don't forget about community colleges** and other 4 year programs.

http://nau.edu/Admissions/Apply-Now/

https://students.asu.edu/freshman

http://www.arizona.edu/future-students

- 3. Complete the "Important Dates to Remember" table (Step 4 below).
- 4. Read the information about Summer Bridge programs, and find out if any of the colleges you applied to have bridge programs. If they do, <u>apply!</u> Application deadlines tend to be in January.
- 5. Fill in the College/University Contact list in order to keep track of any information received from the colleges you are interested in attending.
- 6. <u>Please print all online applications prior to submission!</u> You will need copies of your post secondary applications in your UB organizer and/or in your UB 3-ring portfolio binder.
- 7. Complete the application packet checklist on Step 6
- 8. Complete the college/university contact list Step 7
- 9. Refer to your **Senior Year Time Line**, and review, update and take action on completing any of the recommended actions for the month. According to your Time Line, what should you have already done? What should you be doing right now? <u>Provide your answers to these two questions below.</u>

Step 2: Helpful Hints and Instructions for Completing Postsecondary Admissions Applications

Use the school's website

Colleges now provide a wealth of information on their websites – from chatting online with an admissions counselor to taking a virtual tour of campus and reading current students' testimonials. Plan to spend time at each school's website, and look at the many options you have to get to know the university without even stepping foot on campus. Many also give you the option to request more information to be sent to your home, submit your email to subscribe to their mailing lists (highly recommended!). Schedule a visit to the college of your choice, make sure it is a good fit for you.

Apply early (colleges are already taking applications for the fall 2014)

Competition is intense, and sometimes the early applications receive preference. Apply early, and don't wait until the week before the deadline! Most universities use a January deadline for the next fall, but also have an "early consideration" deadline this fall. Beat that deadline apply now. Make sure you know the deadline(s) for each school to which you are applying. Most applications also have a fee, so make sure to look for fee waivers if you need one.

Online applications

<u>Most schools now require an online application</u>, so be prepared for this, and know that you may not be able to fill out a paper copy. Online applications can be quite easy though, and often have the option to begin working on your application, save your information, and come back later to complete it.

Make sure your teacher, parent, friend, (success team) etc., proofread your application prior to sending. You <u>never</u> want an admissions office to see typos or incomplete sentences.

Make a lasting impression

When you submit an application, you are creating an impression of yourself. Admission offices do not know you, so you must get their attention. Some colleges are diversifying the admission process to allow for more creativity on applications, giving them a better sense of who an applicant is and whether or not he/she would make a good student at their college. Take advantage of any kind of option that allows you to distinguish your application from others, whether it is by an admissions essay or even a video.

Most schools look for balanced students

Here again image is everything. A balanced student is one who has community service, a work history, clubs and organization memberships, athletic interests and outside activities. Remember that participation in programs like Upward Bound are a great addition on college applications! Don't list everything you've done and make the list boring and repetitive. Instead include a balance of items that show your initiative and command of your own future and talents. Ask for help (your success team) if you are unsure.

Follow up on your application

Most universities give you the option to follow up on your application once you submit it online. Continue to log in to your account to see where your application is in the review process. If you have any questions about the process, make sure to call/email the admissions office ASAP.

Never waive your rights to see any material that goes into your file

This goes without saying. You should make sure to have access to any materials in your application file.

Step 3: Helpful Hints and Instructions for Writing the College Application Essay

The essay is a part of some college application processes. In the state of Arizona there are few colleges (U of A does) that ask for an essay.

The colleges that do are usually more prestigious universities, private liberal arts colleges and some of the University of California colleges.

Here are a few insights on writing an essay from the people who read hundreds of them every year – college admission officers.

Use your voice

The essay is the living, breathing part of your application to a college. In the essay, you can speak in your own voice and personalize your application. Here's your opportunity to show something about you that doesn't really come across elsewhere in your application.

Try to step back and be reflective. Think about who you are as an individual: How do you view the world? What do you care about deeply? What experiences and people have been important in shaping you as a person? What are your aspirations in life? It is in such reflections that you can find your own, unique voice. That's the voice that will help you write an interesting essay.

Why do colleges require essays?

A college application includes a lot of information about you, such as grades, recommendations, lists of your extracurricular activities, and test scores. All of that information is very important and helps admissions officers form a picture of your accomplishments and abilities. However, while it tells about how other people see you, there isn't much about how you see yourself. It is that inside view – how you see yourself – colleges hope to find in your essay.

The essay also performs other functions, such as:

- The essay can be a way of showing that you have researched and thought carefully about the college you are applying to. It shows, in your own words, why you and the college would be a good "match."
- An essay demonstrates your writing ability, which is a key component to success in college.
- In your essay, you can show that you are willing to put yourself into what you do. That kind of
 commitment is an important part of effective learning in college. It also shows the admissions
 committee that you are someone who is willing and able to be a contributing member of a community of
 learners.
- For selective colleges especially (where essays are usually required), the essay helps admission committees draw distinctions and make choices among applicants. An essay will rarely take an applicant out of consideration at a college, but it certainly can elevate an applicant in an admission committee's eyes.

Colleges are interested in finding out how you view yourself, and the essay helps them discover that.

The nuts and bolts of writing college application essays

Here are a few key points that admissions officers look for in an essay

- Make sure to answer the essay question and to follow all the instructions.
- Start off with a strong opening paragraph that captures the reader's interest. Admission committees often only have time to skim essays, so make sure you gain their attention from the beginning.
- Use a style that you find comfortable and that is appropriate for the subject matter.
- Use correct grammar, punctuation and spelling. Remember that mistakes, especially sloppy mistakes, make it look like you don't take the essay (and, by extension, the application) very seriously.
- Make a point and stick to it; develop your argument or narrative.
- Check all of your facts. Do you mention a date, a place, or an event in your essay? Make sure it's correct.
- Give your reader complete information so he or she won't be confused.

- In general, it is best to be succinct. If there is a recommended length for the essay, pay attention to it.
- If your essay is attached separately from your application, make sure it is neatly typed. <u>Stay away from either extremely small or large fonts</u>, as well as unprofessional-looking fonts. Several good fonts in their respective fonts for essays and any other schoolwork include (but are not limited to):

a. Times New Roman

e. Tahoma

b. Arial

f. Cambria

- c. Book Antiqua
- d. Bookman Old Style

How to handle a topic

Often, you will be asked to write about an experience you've had, an achievement in your life, or someone who has been significant to you. Go beyond the "what" and dig into the how and why. For example:

- This is a personal essay, not a travelogue. So, if you're writing about a trip to another country, tell about how your experiences affected you, and why they were interesting or meaningful to you. In other words, the people reading the essay are interested in what makes you tick and how you got the way you are, not in how the trains run in Paris.
- Are you writing a tribute to your grandparents and their influence on your childhood? Be personal and specific, not just sentimental. Explain how the particular things your grandparents did or said were important to you.
- Did you overcome an athletic injury and recover to perform well? A description of the type of cast you wore and your rehab routine won't make a compelling essay. However, a reflection on what it felt like to watch your teammates, instead of play alongside them, just might be the ticket.

The admissions committee will take your essay seriously. You should, too. You have a lot to gain by putting in the time and effort to write a good essay.

Step 4: Summer Bridge Programs

Summer bridge programs are designed to provide assistance to students entering college in the fall. The focus of summer bridge programs varies depending on the specific goals of each program. The main point of these types of programs is to retain the students they serve within higher education.

Summer bridge program activities range enormously. Some focus almost exclusively on academic support, such as writing, mathematics, and reading. Many contain study skills, such as time management, individual learning style, study strategies, and expectations for college work. Since students in summer bridge programs are often first-generation college students, a section on the goals of a liberal arts education or general education and discussions about college life is included. Career counseling is also found within the majority of programs, assisting students in expanding their vocational aspirations. Many programs contain a parent involvement component, since parental influence is strongly related to student success. Helping students to develop relationships on-campus is another goal. This is accomplished by introducing students to campus offices and potential mentors. Some summer bridge programs also add college credit as a component of the program, where participants both live on-campus and receive college credit for a class they take during the summer.

No matter what postsecondary school you are considering, you should contact the admissions office, and ask if they offer summer programs for entering freshman.

Fill out the table below with information you gather about the three colleges you are applying to. If the schools you are applying to do not have a Summer Bridge program just fill out the information in the second table below.

List the summer bridge programs available at the colleges you chose above:

College Name	Name of their summer program / Dates to attend	Website URL	Deadline for application

Step 5: Previews / Orientation

Colleges and universities offer New Student Orientation / Preview Week and Welcome Week programs. The goals of these programs are to help you and your parents make a successful transition to university life. These programs are a comprehensive introduction to the college or university campus. They provide the chance to meet other new students, faculty members, and academic advisors.

During the summer, colleges typically offer New Student Orientation and/or Preview Week for new freshman and transfer students. All new students and their parents are invited. These events are the earliest opportunity to experience campus life, receive academic advisement, and sign up for classes. Depending on the college, parents attend Parent Orientation at the same time where they are provided with answers to the most frequently asked questions and explore topics such as finances and providing support for a college student.

Each fall, new students and their parents arrive on campus several days earlier than older students for <u>Welcome Week</u> (or other names, such as "Fall Welcome"). This time is usually filled with a variety of programs, workshops, academic forums, and social activities all designed to provide students with a foundation for educational success, personal growth, and creative challenge, and to meet other new students. Making a smooth transition to the college setting is vitally important. Welcome Week is a special time set aside to help students and their parents make this transition.

List the orientation or welcome week programs available at the colleges you chose above:

College Name	Name of their	Name of their	Dates for	Application
	freshmen	freshmen welcome	Orientation and/or	deadlines? When
	orientation	week (before classes	Welcome Week	are you going?
		start)		

Whatever school you plan to attend next fall, you should contact the admissions office and ask about their New Student Orientation/Preview Week/Welcome Week programs. Even if the college does not have mandatory programs, you and your parents should make plans to attend any new student events offered at the college.

Please fill out the information below of three schools you are applying to. We provided enough room for three schools if needed. Don't delay, we know that this is a scary time, but you can't procrastinate about applying to colleges.

Important Dates to Remember			
	School #1	School #2	School #3
Admissions due date(s) (priority dates for fall 2014 are already available, APPLY NOW)			
Institutional scholarship application due date for each school (many times this is automatically filled out when you apply with your social security #)			
FAFSA priority date (usually at the end of January)			
Housing application deadline (priority)			
Meal Program application deadline			
Summer bridge program deadline (priority)			
Previews/orientation dates (when will you and your parents go to visit)			

Refer back to this table often during the remainder of this year so you don't miss any important deadlines!

Step 6: Portfolio Unit Check list

Please keep track of what you have collected for your admissions process by checking off items on this list. Complete as much of the table as possible with the college application information you have filled out.

	Application	Packet Checklist	
	School #1	School #2	School #3
Date admission application completed (print online version or include website/log in information, etc)			
Official high school transcript			
ACT/SAT test scores submitted			
Admission essay (if needed)			
Enrollment deposit waiver form Housing application			
Housing Deposit waiver form			
Meal Plan application			
Summer Bridge program application			
Orientation application			
Letters of Recommendation (if needed)			

Step 7: Keep track of information received from the colleges/universities you have applied to. This page is for your records not for completion of the Portfolio.

COLLEGE / UNIVERSITY CONTACT LIST

Date	Contact	Information Received
	College / University:	
	Person / Department:	
	Phone:	
	E-Mail:	
	Website:	
	College / University:	
	Person / Department:	
	Phone:	
	E-Mail:	
	Website:	
	College / University:	
	Person / Department:	
	Phone:	
	E-Mail:	
	Website:	
	College / University:	
	Person / Department:	
	Phone:	
	E-Mail:	
	Website:	
	College / University:	
	Person / Department:	
	Phone:	
	E-Mail:	
	Website:	

Step 8: Now that you have applied to three colleges, go onto Facebook and let all your friends, family and UB staff know that the first step to going to college is done. **CONGRATULATIONS!**

Student Name:

SENIOR PORTFOLIO SELF-EVALUATION October/Unit 14 • Post-secondary Admissions / Application

Date:

 Directions: To obtain full credit complete this check-in sheet of your unit work. It is advisable that you take time to think of what portfolio work you need to complete between now and the day your portfolio is due, and get to work on it! Answer in complete sentences Site Sponsor and Parent/Guardian must sign Check – In Sheet by due date on the 1st page of your portfolio unit. This is typically 1 week before your portfolio visit.
1. What parts of the unit do you still need to complete?
2. What part of this unit, if any, are you having difficulties with? Why?
2. Did you nest your first constants stop to college on Escapeak?
3. Did you post your first concrete step to college on Facebook?
Parent/Guardian Portfolio Evaluation:
Please check on your child's Portfolio, what do they still have to complete?
To the control of the Proof of the Proof of the Proof of the Control of the Proof o
Is there a particular part of the Portfolio that is unclear?
Is your child going to complete their Portfolio by the due date?
is your child going to complete their rottono by the due dute.
Unit at least ½ complete: Y N
Site Sponsor SignatureDate
Parent/Guardian Signature Date

Student Phone Number

STUDENT REFLECTION

October/Unit 14: Post-secondary Admissions / Application

Student Name:	
Directions: To obtain full credit You are required to fully explain your answers to the following questions are not acceptable. It is advisable to take time to think of what was interesting to you, what you	
1. This is your first concrete step in applying for college, what are y	ou most worried or scared about? Why?
2. What do you think should be the next step in preparing to go to	college? Why?
What advice would you give to younger UB students about the need to discuss with your parents about preparing for college or	
4. Was it hard to send it out on Facebook that you applied to colleg	ges? Why or why not?
5. What was your favorite part of this Portfolio, and what was your	· least favorite part?
Student Signature	Date

Student E-mail

PARENT/GUARDIAN REFLECTION

October/Unit 14: Post-secondary Admissions / Application

The following questions are for your parent(s)/guardian. If they do not complete the questions you will not be eligible for the complete stipend.

Let's take a moment of reflection and time to think it all through.

Parent Ph	one Number Parent E-mail
Parent Sig	nature Date
	important information?
5.	Are there any changes in your contact information that we will need in order to contact you or send out
4.	Do you like the colleges that your child applied to? Why or why not?
3.	What has been or is the hardest thing about your child applying for college?
2.	Are there any things you would like to still talk to your child about as they start down this path of attending college? What would it be?
1.	What do you think about your child applying to three different colleges?