

## **THE COLLEGE APPLICATION PROCESS – A SUMMARY**

- **Research the college you are considering.** The website for the college is an excellent resource. ***Make sure you have the basic requirements for admission and that the college has the program you want to study.*** Evaluate where you will stand at the college in terms of your academic GPA, class rank, and ACT scores compared to that of the college's most recent freshman class.
- **Obtain an application or apply on line.** Many colleges are accepting applications electronically only (paper application download may be available). Online college applications will generally let you fill them out at your own pace, and come back as often as you like until they are complete, and for security your data is encrypted and your private account can be accessed by you. Google the website if you don't know it. If using paper and pencil approach, print in black ink. Scratchouts are never appropriate.
- **Make sure that your ACT or SAT scores have been sent to the college.** If you did not request this when you registered for the test, submit an additional score request on the ACTstudent.org website.
- **Request that a transcript be sent.** *The Registrar sends transcripts.* Complete a transcript request form obtained from the registrar's office.
- **Request recommendations from teachers or counselors if needed.** *Always do this yourself.* A "Request for Letter of Recommendation" form is available outside the guidance office. Make sure your "Student Profile Form" has been given to your counselor. The teachers like to use these.
- **Wait for your acceptance letter to arrive.** If your letter does not arrive in reasonable time, request that your counselor call to check on your application's status.
- **A final transcript must be requested at the end of the year.** Acceptance of all applications is tentative and must be finalized by having a transcript indicating that you graduated.

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### **Other Info.**

**ACT/SAT TESTS** – All students in Alabama public schools take the ACT in the spring of their junior year. Dates for all national ACT and SAT tests are listed together with their registration deadlines on a handout available outside the guidance office. Students must register online. Counselors do not register students for the ACT/SAT. Students eligible to free/reduced lunch are eligible for a total of two fee waivers. See a counselor for the fee waiver. The results of one of these tests must be sent to a college as a requirement for admission. (Community colleges do not require ACT scores but use them for course placement purposes.)

**COLLEGE VISITS** – The best way to know if you want to attend is to visit the college. You are allowed two college visits during your senior year. *College Visit* forms are located online or outside of the counselors' offices. Directions must be followed in order to have the day excused.