

College Application Procedures 2016-17

The application procedures are divided into sections below. Please follow the appropriate instructions.

- A. [Required First Steps](#)
- B. [Procedures for Applying to a College/University Using the Common Application](#)
- C. [Procedures for Submitting Online Applications Directly to a College/University](#)
- D. [Information on Writing Application Essays](#)
- E. [Procedures for Requesting Teacher Letter of Recommendation](#)
- F. [Procedures for Requesting a Counselor Letter of Recommendation](#)
- G. [Procedures for Requesting Transcripts](#)
- H. [Procedures for Sending ACT/SAT Test Scores](#)
- I. [Procedures for Sending Mid-Year Reports](#)

A. Required First Steps

- Once the applications are complete, add colleges to “Colleges I’m Applying To” in Family Connection by clicking on the following:
 - “Colleges” tab
 - “Colleges I’m Applying To”
 - “Add to this List.” Be aware of schools with multiple campuses or similar names. (i.e. SIU Carbondale vs. SIU Edwardsville, Cornell College vs. Cornell University).
 - “lookup” to find a specific school
 - “Add Colleges”
- Fill in details within “Colleges I’m Applying To” by clicking on the pencil icon (*Figure 1*). Specifically, be sure to indicate yes for the “Applying via Common App” question if you are using the Common Application. Indicate if you are applying Priority, [Early Action](#), or [Early Decision](#) (*Figure 2*).

Figure 1

College	Type	Applying via Common App?	Submissions	Expected Difficulty*	Deadline†	Transcript	Office Status	My App.	Results	Edit	Manage Communication	Graph	WWW
<input type="checkbox"/> Georgetown Univ	RD	-		N/A	-	no request	Pending	have you applied?	Unknown				
<input type="checkbox"/> Vanderbilt Univ	RD	Unknown		N/A	1/1/16	no request	Pending	have you applied?	Unknown				

Add detail by clicking here.

Figure 2

Application submitted

Division

I'll submit my application

App Type

College Deadline

☐ I have submitted my application

N/A

☒ via Common App
☐ via Coalition App
☐ directly to the Institution
☐ I'm not sure yet

Regular Decision

01/15/2017


Indicate how you will submit your application and the type of application (this will determine the due date).

B. Procedures for Applying to a College/University Using the Common Application

TIP: Use Google as your browser when working in the Common App website.

1. The Common Application is an application that can be submitted to multiple colleges. For specific assistance with the Common Application, use the [Application Solutions Center](#). Figure 3 shows how to determine if a college accepts the Common Application.

Figure 3

College	Type	Applying via Common App?	Submissions	Expected Difficulty*	Deadline†
<input type="checkbox"/> DePaul Univ	RD	Unknown		N/A	2/1/15

This icon means the school accepts the Common App.

2. Set up an account on the [Common Application](#) website. Be sure to keep your log in information for continued access. The email address will be used to match your Common Application and Family Connection accounts.
3. Add the colleges to which you plan to apply to the Dashboard tab in the Common Application. Counselors and teachers will not be able to submit your materials unless this has been completed.
4. Complete the Common Application and request the appropriate letters of recommendation using Family Connection, **not Common App** (See Section E and/or F). In the Education section, our school can be found under “**Community High School District #99 North Campus,**” not Downers Grove North High School.
5. Match your Common Application with Family Connection (follow the directions on the "Colleges I'm Applying To" page). Before matching, you must have done the following:
 - a) Complete the Education sections in the Common App tab
 - b) Add at least one college to the Dashboard tab
 - c) Complete the FERPA in the My Colleges tab
6. Complete the Transcript Request Form and return it to your counselor (This form can be found in Family Connection's document library, the Counseling Office, or the College and Career Center).

C. Procedures for Submitting Online Applications Directly to a College/University

1. Figure 4 shows how to determine if a college has its own application.

Figure 4

College	Type	Applying via Common App?	Submissions	Expected Difficulty*	Deadline†
<input type="checkbox"/> Eastern Illinois Univ	RD	-		N/A	-

This icon means the school accepts materials electronically.

2. Complete the application.
3. Request teacher/counselor letter of recommendation **only** if needed (See Section E/F).
4. Complete the Transcript Request Form and return it to your counselor (This form can be found in the document library, the Counseling Office, or the College and Career Center).

D. Information on Writing Application Essays

The application essay is a unique opportunity to personalize the application. Write thoughtfully. Use the resources on our [website](#).

E. Procedures for Requesting a Teacher Letter of Recommendation

1. Be sure a letter of recommendation is needed by reading the application instructions carefully on each college's website. If you are not sure a letter is needed, ask for help from your counselor or the College and Career Center.
2. **First, contact the teacher in person.** Allow teachers **3 weeks** to complete letters of recommendation. Requests must be made by Monday, November 28, 2016 for letters due during Winter Break.
3. Complete the Senior Information Sheet in Family Connection. Click on the “About Me” tab. The link is on the left side under “Surveys to Take.”
4. Make the recommendation request in Family Connection by clicking on the following:
 - "Colleges" tab
 - "Letters of Recommendation"
 - "Add Requests"
 - "Select Teacher"
 - Check the appropriate boxes next to the colleges
 - Compose an email to accompany the request specifying the date the letter is due
 - "Save"

5. A postage stamp icon means the school accepts materials in print only (*Figure 5*). In this case, the teacher will print a copy of the letter and give it to the College and Career Center to be mailed.

Figure 5
colleges I'm applying to
[view detailed status](#) | [compare me](#)

College	Type	Applying via Common App?	Submissions	Expected Difficult
<input type="checkbox"/> Georgetown Univ	RD	-		N/A

This icon means the school accepts materials in print only.

F. Procedures for Requesting a Counselor Letter of Recommendation

1. Be sure a letter of recommendation is needed by reading the application instructions carefully on each college's website. If you are not sure a letter is needed, ask for help from your counselor or the College and Career Center.
2. Contact your counselor in person to request the letter. **Allow counselors 3 weeks to complete letters of recommendation.** Requests must be made by Monday, November 28, 2016 for letters due during Winter Break.
3. Complete the Senior Information Sheet in Family Connection. Click on the "About Me" tab. The link is on the left side under "Surveys to Take."
4. Counselor letters cannot be requested using Family Connection.

G. Procedures for Requesting Transcripts

1. Transcripts will be ready on Friday, September 9, 2016
2. Check your entire transcript closely before sending it to colleges.
3. Check the ACT/SAT Scores section of the transcript. Make sure the scores listed are what you want reported to colleges and universities (Section H).
4. Complete the Transcript Request Form and return it to your counselor (This form can be found in Family Connection's document library, the Counseling Office, or the College and Career Center). **Allow 10 school days for this form to be processed.**
5. Some colleges will not ask for transcripts upon application. Instead they require students to self-report courses and grades (some examples: Illinois State University, University of Illinois Urbana, Iowa, Iowa State, University of California).
6. If the college to which you are applying accepts transcripts in print form only (*Figure 5 above*), bring a self-addressed, stamped envelope and \$3 to your counselor.

H. Procedures for Sending Official Test Scores

Transcripts may include ACT/SAT scores, however many colleges consider these **unofficial** scores. If a college requests **official** score reports, they must be sent directly from the testing organization. If you did not send your scores when taking the tests, use the appropriate testing agency website to send them now ([ACT](#) or [SAT](#)).

There are some test optional colleges and universities. For these schools, students will be able to choose whether or not to send score reports.

I. Procedures for Sending Mid-Year Reports

Some colleges require a transcript/report at the end of first semester of senior year (January). It is the student's responsibility to check with each of their colleges to determine if this is needed. If required, request the transcript/report by completing the yellow DGN College Application/Transcript Request form (College and Career Center). Completed forms must be turned in to your counselor.