

# COLLEGE APPLICATION SUMMARY—2009-10

## **A. For the UNIVERSITY OF CALIFORNIA, CALIFORNIA STATE UNIVERSITIES, and CALIFORNIA COMMUNITY COLLEGES:**

(see pages 27-38 of *The Viking College and Career Planning Guide*)

- 1. University of California**—The application for fall, 2010, will be available October 1 on the U.C. Web site at [www.universityofcalifornia.edu/admissions](http://www.universityofcalifornia.edu/admissions). Check out all the important information there NOW—you don't have to wait until the application is online. While applications completed online are strongly preferred by the U.C. campuses, you may be able to download and print out an application to be completed by hand. Formal paper applications may also be available on request to U.C.
  - Due between November 1 and November 30. The earlier in the month you apply, the better. The site will be very busy late in November.
  - Student fills out all forms and self-reports classes and grades. Paly has no role in the application.
  - Official transcripts are **not** required with application.
  - **NO** recommendations are accepted.
  - A Personal Statement is required (two essays)
  - Check separate sheet that you will receive from Paly for U.C. approved courses and U.C. certified honors credit (underlined courses). Enter only U.C. approved courses on the application.
  - Make sure that you have taken or will have taken all required tests BEFORE the deadlines. The December test dates for the SAT Reasoning and Subject Tests and the ACT plus Writing are accepted at many U.C. campuses, but check for your choices.
  - Test scores must be sent by the testing service directly to EACH U.C. campus to which you are applying. If you did not list a particular campus when taking the test and now plan to apply, you must arrange to send scores online or by phone. See the testing agencies' online sites or the test registration booklets for details.
  - NO official Paly transcripts should be requested for University of California campuses until May (final transcript) **unless specifically requested by a campus**. More colleges each year are requesting quarter grades, so make sure you stay on track all through each semester.
- 2. California State Universities**—The application for fall, 2010, will be available online at [www.csumentor.edu](http://www.csumentor.edu) by October 1. All campuses prefer, and some campuses require, online applications. Check each of your campus choices. General online information about C.S.U. is at [www.calstate.edu](http://www.calstate.edu).
  - Priority is given to applications submitted or postmarked between October 1 and November 30. Cal Poly SLO has an early decision program with online applications due October 31.
  - Check each CSU for their test deadline dates
  - ACT test scores must be sent by the testing service to any one CSU at the time of testing. Then subsequent CSU applications can be directed to other campuses using ACT Score Manager in CSU Mentor.
  - SAT test scores may be sent by the testing service to an individual campus or can be directed to CSU Mentor by using code #3594. CSU Mentor will then forward the scores to any individual CSU campus requesting them.
  - No essay is required.
  - No recommendations are accepted.
  - If your campus requires an official transcript, you will be informed after your application is received via online application status website (check your email!)  
EOP requires separate application; priority November 30
- 3. California Community Colleges**—The application for all California community colleges is available at [www.cccapply.org](http://www.cccapply.org). SAT/ACT is not required, but it is good to have one of those tests completed if you are planning to transfer to a 4-year college.

In May, request a final transcript to be sent by the Registrar to your college of choice.

## B. For PRIVATE COLLEGES and PUBLIC OUT-OF-STATE COLLEGES:

(see pages 39-41 of *The Viking College and Career Planning Guide*)

1. Applications for individual colleges are NOT available in the College and Career Center. Check the college Web site or write or telephone the Admissions Office to determine the preferred method of application. Be aware that most colleges now require or strongly prefer that you apply online.

The applications for most private and some public out-of-state colleges include all or some of the following:

- A section to be filled out by the student (including essays) sometimes including application supplements
- A Secondary School Report form for your Teacher Advisor to complete
- Teacher recommendation forms (as required)
- Mid-year report form (keep until January)

The “Common Application,” accepted by many colleges, is available online at [www.commonapp.org](http://www.commonapp.org). Do not use the Common Application for a college not listed on it. It is **imperative that you check for any additional forms** required that either you or your Teacher Advisor must fill out.

Out-of-state public colleges vary widely in their application procedures, although most now prefer online applications. You must check the requirements very carefully to determine what each college needs from Paly and from you. Virtually all require a high school transcript, but few require a Teacher Advisor or a teacher recommendation.

Some colleges ask that multiple documents from many people be submitted together with the student’s application. Paly cannot do that. Those colleges will accept our documents sent separately. Please check in the Guidance Office if you have questions.

Think ahead! Check out each college’s procedures early in the fall. Many colleges have a two-part process requiring you to complete and submit a “Part A” before you can complete a “Part B,” the major part of the application, including the school report form for your Teacher Advisor. Remember some colleges have different/earlier deadlines if applying for scholarships or submitting an art supplement.

2. Transcript requests and Secondary School Reports—Nearly all private colleges require an official high school transcript and a form called the “Secondary School Report,” “School Report,” or “Counselor’s Recommendation” as part of the application file. As stated above, out-of-state public universities usually require an official transcript and may require a Teacher Advisor signature, with or without a recommendation. Follow the instructions below for each college requiring a Teacher Advisor’s recommendation or signature and do it by the deadline dates on the next page.
  - A. Be sure you have given **2 copies** of your Senior Profile and the college discussion “contract” to your TA.
  - B. For each college, take from the table outside the Registrar’s office:
    - A Palo Alto High School transcript request form
    - A National Association of College Admissions Counselors (NACAC)-Paly Secondary School Report Form if a Teacher Advisor recommendation is required. This form may not be available until mid-September.
  - C. Complete:
    - **All** items on the transcript request form.
    - **All** of Section I of the NACAC form. Do not write in Section II. Use an original NACAC for each college—do not make copies. We highly recommend that students check the “**I Do** waive my right to access” box on the form to ensure that a college will have confidence in a recommendation.
    - **All** of the student portion of the college’s own School Report form.
    - If using the **Common Application**:
      - Submit one School Report form for each college. We do not copy them.
      - Check [commonapp.org](http://commonapp.org) to see if your college requires an additional form to be completed by your Teacher Advisor. If so, download and submit that form at the same time as other materials.
  - D. Obtain a 9”x12” self-sealing, manila-type mailing envelope for each college. Address and attach stamps for at least 4 ounces (\$1.39 worth of stamps as of September, 2009, but check current postage rates) to each envelope. **Do not use a postage meter.**

- E. For each college, include a stamped, self-addressed postcard with the college’s name and “transcript” written on the message side to be returned as confirmation of receipt of the transcript and school report.
- F. See Mrs. Brown for your **first two FREE transcripts**. After that, pay the Auditor \$10.00 per transcript. Please pay for multiple transcripts with 1 check. Check for Auditor’s hours posted outside her door.
- G. Return the above forms and envelope, a set for each college, to the Registrar’s basket.

**DO NOT GIVE ANY APPLICATION FORMS DIRECTLY TO YOUR  
TEACHER ADVISOR!!!**

**PALY DEADLINES: 2009-2010**

In order to give the Teacher Advisors adequate time to write letters of recommendation and the Guidance staff time to prepare students’ forms, it is necessary that we establish “Paly deadlines”. The Paly deadline indicates the latest dates that students must turn in their transcript requests to the Registrar.

**Please make sure you are familiar with each of your campuses deadlines! Verify the dates on their websites and understand if the date means “postmarked by” or “delivered by”.**

If your application is due to the college by:	Submit your transcript request and school report forms to the Registrar by:
October 15	September 14, Monday
November 1	October 1, Thursday
November 15	October 12, Monday
Nov. 30/Dec. 1	October 26, Monday
December 15	November 2, Monday
January 1	November 9, Monday
January 10	November 23, Monday,
January 15	December 1, Tuesday
February 1	January 5, Tuesday
February 15	January 11, Monday
March 1	February 1, Monday

**If you miss these deadlines, we will probably not be able to send Paly’s part  
of your application by the college due date.**

- 3. Teacher Recommendations--If needed by a college and you haven’t already asked a teacher to write for you, ask NOW if they will be willing to write when you are actually applying. Teachers write one recommendation that is copied and sent by the teacher himself/herself to all colleges requiring these recommendations. Deliver directly to each teacher the following by the same deadline dates as above:

- The teacher form from the college
- The date it is due
- Supporting information about yourself, if requested
- Stamped, business-sized (4” x 9 ½”) envelope addressed to college
- Stamped, self-addressed postcard for confirmation of receipt by college

We do not send teacher recommendations along with the transcript and school report.

- 4. Quarter Grades—More colleges are asking that quarter grades be submitted. If your college requires quarter grades, you must arrange separately with the Registrar for those grades to be sent. We do not send them automatically.

5. **Mid-Year Transcripts**—Hold on to the Mid-Year report forms until January when they should be turned into the Registrar, along with mid-year transcript requests and **stamped** (not metered, for one ounce--44 cents as of September, 2009), business-sized envelopes (4" x 9 ½"), addressed to each college. Some colleges have begun to ask for larger envelopes—check your colleges. Seventh semester transcripts will be mailed with the forms. Regular transcript fees apply.
6. **Final Transcripts**--In May, You must request a final transcript to be sent by the Registrar (they are not automatically sent) to your college of choice. Transcript fees apply.

## **C. For ALL COLLEGES:**

### **TEST SCORE REPORTING**

• **WE DO NOT INCLUDE YOUR SCORES WHEN WE SEND YOUR TRANSCRIPT TO COLLEGES.** It is your responsibility to arrange with the testing services for your scores to be sent directly to the colleges.

• If you did not already indicate, before or at the time of testing, that scores be sent to your colleges, you must do it separately. You may use the online services available at [www.collegeboard.com](http://www.collegeboard.com) for SAT Reasoning and Subject Tests and at [www.act.org](http://www.act.org) for ACT. Or you may phone in a request using the phone numbers listed in the SAT and ACT registration bulletins. There is a fee for sending additional score reports.

• Remember that C.S.U. recommends for priority filing that you complete your SAT/ACT testing no later than October. Be sure to have those scores sent to each campus as soon as the scores are available.

• Once again, it is the student's responsibility to have SAT/ACT scores sent directly. Only in case of an emergency (e.g., a college or scholarship service has not received your scores), will we send a copy of your test card after you and your parents sign a release form.

### **USE THE SAME NAME ON ALL PARTS OF YOUR COLLEGE APPLICATIONS**

• Be sure that you register for SAT and/or ACT tests and that you fill out your portions of each application under the same name that is on your Paly transcript. Colleges will not be able to match all the parts of your application if different parts have different names on them.

• Use your full name, not a nick-name, when registering for tests or on any document.

• Financial aid applications require that you use the name that is on your Social Security card. Even if you are not applying for financial aid, it is safest to use the same name as on your S.S. card for all college-related materials.

• Be sure that your e-mail address is appropriate and suitable for business. It is helpful to include a recognizable part of your name in your e-mail address.

## **D. For POTENTIAL COLLEGE STUDENT-ATHLETES**

### **NCAA CLEARINGHOUSE**

If you are thinking of participating in an intercollegiate sport at a Division I or Division II college, you must be registered with the NCAA Clearinghouse to be preliminarily qualified for recruiting and then certified to play.

1. If you haven't yet done so, go online to [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net) and click on "Prospective Student-Athletes". You can fill out the registration form online and submit the fee by using a credit card or you may download the form.

2. You must also submit a transcript request to the Registrar for Paly to send a transcript directly to the Clearinghouse. These transcripts are sent free of charge. You must submit an official transcript from each high school attended.

3. Arrange with the testing service to send your SAT or ACT scores directly to the Clearinghouse (code--9999). As for colleges, Paly does not send your scores.

4. In May, you must request a final transcript to be sent to the Clearinghouse to be certified to play in college.