

COALITION APPLICATION TIP SHEET

www.coalitionforcollegeaccess.org

WHAT IS IT?

Coalition App is similar to the Common Application as it is a way of simplifying the application process and is affiliated with over 100 colleges/universities. A student's Coalition account has a "Locker" that assists students with organizing resources and information for college planning (upload essays, log student involvement/awards, etc).

BE ADVISED:

- Some colleges accept either the Coalition App, Common App, or their school specific application.
- Student's Coalition "Lockers" are confidential and are not shared with any college/universities, but can be shared with BHS staff members for collaboration on the materials in their locker.
- All collaboration requests, transcript requests, and letter of recommendation requests will come to that specific counselor and/or teacher via email, as well as notifications in their staff Coalition account.
- There is no telephone support service for Coalition Applications. Should you experience technical difficulties, you will need to submit a request to their online "Help Center."

GETTING STARTED:

Instructional Videos: <http://www.coalitionforcollegeaccess.org/how.html>

- When creating your account, you will need to confirm your Coalition account through the email you provide. This email address will be the email you will get notifications and updates sent to.
- When creating your account, be sure to enter your name as it appears on official documents (ex: birth certificate, social security card).

Helpful Tip - Once you are logged in, select your College(s) that you are planning to apply to, see what sections of the Profile are required for their application and then complete those required sections. You will not be able to move on to the college's specific application until all the required Profile sections are completed.

Overview

The Profile and Colleges sections of the Navigation Bar are the most essential for applying to Coalition member colleges and universities.

Ready to Start

- Family Information
- High School Information
- 9th-11th Grade Coursework
- 12th Grade Coursework
- College Information
- College Coursework
- Test Scores
- Financial Aid
- Honors & Distinctions
- Disciplinary History
- Academic Interests
- Extracurricular Activities

Complete

- Personal Information
- Contact Information
- Demographic Information
- Citizenship Information

Import Profile

Freshman Application

The following Profile sections will be shared with North Central College. Please complete the highlighted sections in order to proceed with your application.

<input checked="" type="checkbox"/> Contact Information	<input checked="" type="checkbox"/> Demographic Information
<input checked="" type="checkbox"/> Citizenship Information	<input checked="" type="checkbox"/> College Information
<input checked="" type="checkbox"/> College Coursework	<input type="checkbox"/> Family Information
<input type="checkbox"/> High School Information	<input type="checkbox"/> 12th Grade Coursework
<input type="checkbox"/> Financial Aid	<input type="checkbox"/> Honors & Distinctions

CREATE YOUR PROFILE

- You are free to move from section to section in the Profile tab, the section will save automatically when you move to a new section or leave the Profile tab.
- Questions that are not required to be completed will state that they are: (optional).
- You can see your percentage of completion indicated on the top left-hand side of the page or by returning to the “Home” tab; it will list which sections are “Ready to Start”, “In Progress”, or “Complete.” You will see a checkmark next to the section(s) you have completed.
- You must complete the required sections of the profile before you can start applying to the select college/university.

PROFILE TIPS

Personal Information:

SSN is used to match your FAFSA with your application.

High School Information:

- Date of entry: 08-20-2016 (unless you transferred in)
- Graduation date: 05-29-2020
- GPA Type: Weighted
- GPA scale: 4.0
- Class rank reported on transcript: Does Not Rank
- Class Size: 775
- High School Counselor:

Ms. Jill Argall	jargall@barrington220.org	847-842-3228
Ms. Monica Barreiro	mbarreiro@barrington220.org	847-842-3230
Ms. Joan Bell	jbell@barrington220.org	847-842-3231
Ms. Marla Engleman	mengleman@barrington20.org	847-842-3227
Ms. Melanie Silvestri	msilvestri@barrington220.org	847-842-3236
Mr. Timothy Martin	tmartin@barrington220.org	847-842-3237
Ms. Dana Parenti	dparenti@barrington220.org	847-842-3227
Ms. Nancy Saldana	nsaldana@barrington220.org	224-655-1503
Mr. Bryan Tucker	btucker@barrington220.org	847-842-3277

9th-11th Grade Coursework:

If this section is required by the college(s) you are applying to, you will need to request a copy of your transcript from your BHS counselor.

Course Levels:

1. AP Course- only if AP is in the course title.
2. Accelerated- choose this option for the following classes:
 - PLTW-Principles of Engineering
 - PLTW-Digital Electronics
 - PLTW-Civil Engineering & Architecture
 - PLTW-Biotechnical Engineering

- Computer Science Data Structures
 - Computer Science Advanced Topics
 - Freshman Accelerated Math
 - Accelerated Pre-Calc A
 - Advanced Math Topics
3. Honors- these classes should clearly be marked with an H in the course title.
 4. Regular - non-accelerated, honors, or AP level course.

12th Grade Coursework:

- Semester 1 Grade: “In Progress”
- Semester 2 Grade: “In Progress” or “Not Applicable” if it is only a one semester course.

Test Scores:

It is optional to report test scores, however, most colleges require you send your scores officially from the testing agency.

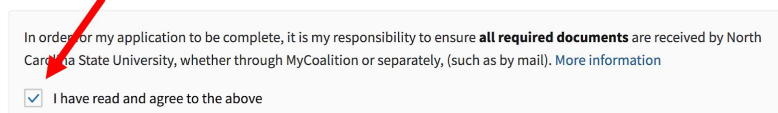
COLLEGE SELECTION & APPLICATION TIPS

- The information you complete in your profile will transfer into your selected schools’ application. In the college tab, it will indicate if you can “Start Application” or “Continue Application” as there may be supplemental information or materials needed in order for the application to be complete.
- In each school’s application, the required questions in the specific schools’ application will be indicated with a red asterisk symbol (*).
- Each school will have different requirements and instructions, so be sure to read the directions carefully.

COLLEGE APPLICATION

Official Documents:

- *Self Reported*- some schools on the Coalition App will require you to report your courses and grades within the body of the application.
- *Official Transcript*- other schools will require you to send your official transcript. **You will be submitting your transcript through Parchment.** Be sure to indicate that you will be sending your transcript separately by checking the blue box as shown below.



In order for my application to be complete, it is my responsibility to ensure **all required documents** are received by North Carolina State University, whether through MyCoalition or separately, (such as by mail). [More information](#)

I have read and agree to the above

Official Documents

Select the documents you would like to use for this application.

First Year Documents

Do not assign a contact for your Mid-Year or Current Transcript as you will be requesting your transcript through Parchment.

* Please note, it is the student’s responsibility to request a new transcript if their schedule or grades have changed.

Counselor/Academic Recommenders:

- Please assign your counselor in the “Counselor Recommender” section. Your counselor will receive an email and then can upload your letter of recommendation. Reference counselor name and email addresses above.
- “Academic Recommender” means a teacher recommendation.
- There will be a question about waiving your rights to view your recommendation or not. **Once requested, the response to this question cannot be changed. We highly recommend waiving your right to see your letters.** Waiving your rights tell the college that you are not afraid of what your recommender may write, and the recommender is being totally honest.

BEFORE YOU SUBMIT:

Prior to submitting your application, you can review your entire application for that specific school by going into the Application Status page of that school and clicking “Expand All”

The screenshot displays the 'Application Status' interface for Denison University. It includes the university's logo and name, a dropdown for 'College and Deadline Information', and details for a 'Freshman Application' for the 'First Year (Regular Decision)' with a deadline of 'Jun 29, 2017'. A progress bar indicates 'Progress: 98%' and 'Ready to Submit'. A prominent blue 'SUBMIT APPLICATION' button is shown, with a red arrow pointing to it. At the bottom right, there is an 'Expand All' dropdown menu.

MID-YEAR REPORTS:

Not all Coalition Application schools require that a mid-year report and transcript be sent. If a specific school does require a Mid-Year Report be sent, requests can be made through Parchment.