

Coalition Application Tips 2020-21

www.mycoalition.org

Please keep in mind, some colleges offer more than one way to apply; there is no specific preference on a type of application and students should only submit one type.

General FAQs:

- The Coalition platform offers students more services than just applying to colleges. Do not feel compelled to utilize the other services (i.e., Locker, College Search, Sharing Capabilities).
- Always use your legal name as it appears on official documents (i.e., birth certificate, passports, etc.)
- Only questions with an asterisk (*) next to them are required.
- Blue checkmarks indicate you have completed the section.
- Test scores should be sent officially (from act.org or collegeboard.org) *if the college requires it*. Coalition does allow students to connect their College Board Account.
- There is a Profile Help button on the top right of each subsection page to answer additional questions.
- Enter the schools to which you are applying. Coalition will indicate which sections of their general application you will need to complete in order to move on to the school's specific sections.
- Students can work on college-specific questions, and invite recommenders/counselors before finishing the general Coalition application.

Tip: Students should invite recommenders and counselors as soon as possible to allow them ample time to complete your items requested.

Recommenders

Students can invite counselors and teachers early on to be a part of the process. **Counselors and teachers cannot upload anything on your behalf until you start the individual college supplements** (be sure to activate them in your supplement as soon as possible).

Only request items you know you will need (i.e., current transcript, H.S. Counselor recommendation), **do not order mid-year, quarter grades, or final transcripts at this point.**

Profile Section

- If you add colleges, as you complete the Coalition Application, a pop-box may appear letting you know that you are required to complete additional sections of the Profile.
- Maximize your window in order to see the Application Profile Sections on the left side.
- The “**Profile Check**” switch that you can turn on to see which sections still need to be completed.
- Check-marked circles on the “Recommended Sections” left rail are not required for all students; only complete this section if applicable *OR* it indicates this section has been completed.

High School Information

- CEEB code is 143-550
- Start date: August 2017 (unless you transferred to SHS)
- Date ended is May 2021
- Classes are scheduled by “Semesters”
- Grading scale: “Letter”
- Most recent academic year: “12th”

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- GPA: Weighted on a 4.0 scale; *report your cumulative Weighted GPA*
- SHS does not rank
- Class size: 1,100
- High School Counselor - ensure that your counselor's SHS email address is spelled correctly
 - Hold off requesting quarter grades, mid-year, final transcript, and **do not use them as an academic or general recommender**. Only request them as a recommender if the college requires it.

High School Counselor

Request official documents from Sara English?

Choose documents to request here, then add them to your applications.
You can also request and receive documents in your [Locker](#).

First Quarter Grades
 Mid-Year Grades
 Current Transcript (Already in Locker)
 Final Transcript
 Academic Recommendation
 High School Counselor Recommendation (Already in Locker)
 General Recommendation

College Information

This profile section asks for information about the college(s) where you took regular college-level courses for credit, or participated in a dual-enrollment program for credit. If you answer 'yes' to the first question about taking courses at a college, you'll be given the opportunity to add the college(s) to your profile record and then report the courses you took there for credit or dual-credit.

9th - 11th Coursework

For SHS courses, choose only Not Applicable, Advanced/Honors, or AP (accelerated is considered College Prep). After each course added, be sure to select "Save Course and Close."

12th Grade Coursework

On the very bottom of the screen, after each course, indicate the course is "In Progress."

College Coursework

This section is only meant for students who take classes on the actual college campus (ie, summer class at CLC).

Subject Tests

For the question on Advanced Level Exam Grades and Predicted Level Exam Grades, list "No."

Honors and Activities/Experience

- Coalition App limits you to 8 activities and 5 honors. List them in order of importance to you.
- Students can report any activity in, or outside, SHS from 9th – 12th grade.
- You will be asked to estimate how many hours per week and how many weeks per year you were involved in the activity.

Once your Profile is complete, click the "Colleges" tab on the upper-right to complete individual college's application(s).

General Tips for the Individual College Sections

- Do NOT request Mid-Year Grades until Nov or Dec 2020. Students should choose "Current Transcript."
- College Specific Essay prompts may be found in the "Upload" section at the end of each college's application, or within the "questions" section. Upload your responses into the file section within your locker.
- Essay(s) can only copy/pasted into the box (Coalition does not allow for Google Drive submissions).