

# Admissions Policies and Procedures “Simplified”

PASSION LED US HERE



**PennState**  
Educational Equity

TRIO  
Training Academy



# Admissions Policies and Procedures “Simplified”

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# Types of Post Secondary Education Schools



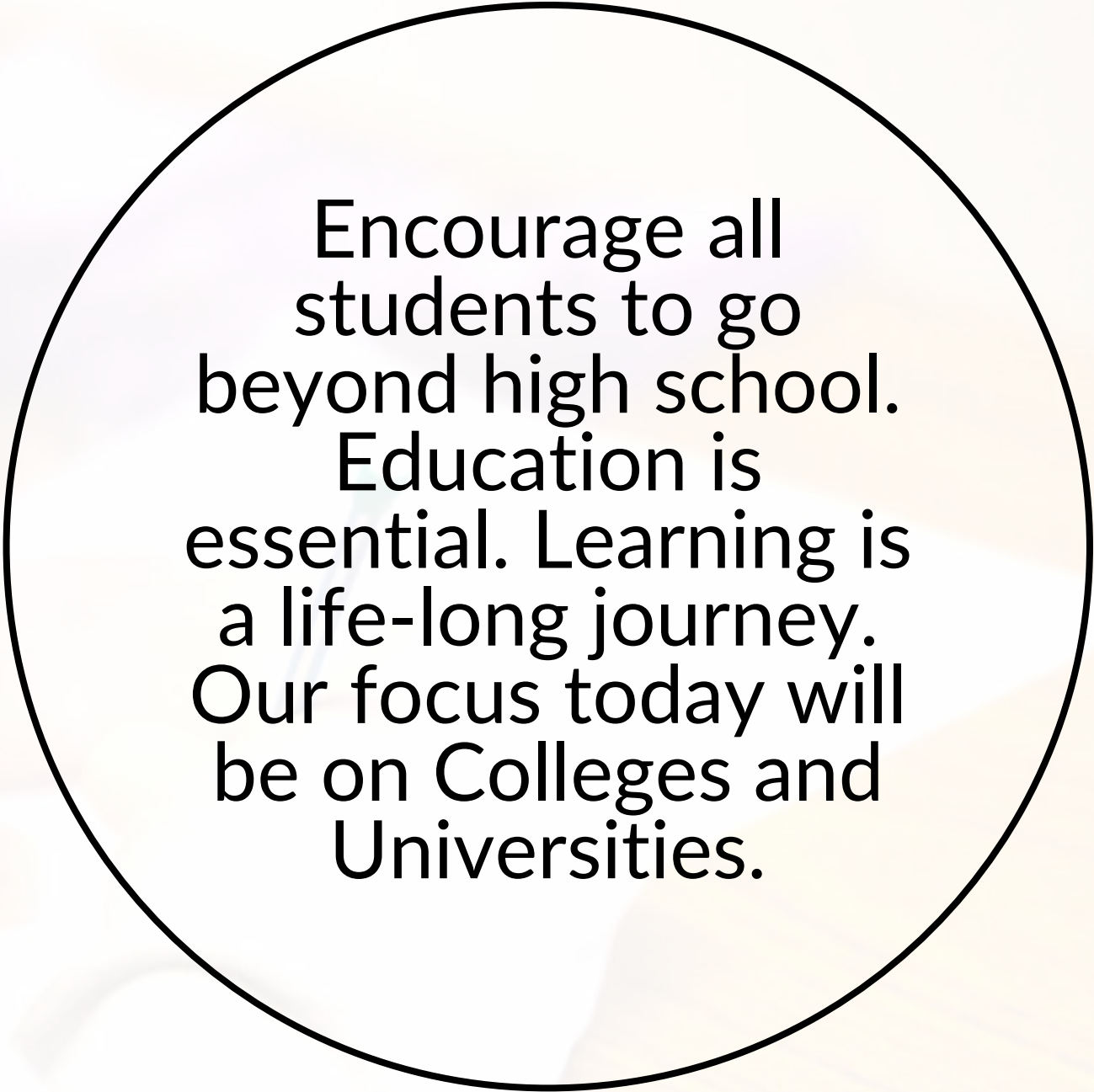
Trade and Technical  
Schools/Colleges



United States Armed  
Forces/ Military Schools



Colleges and Universities  
(2-year and 4-year)



Encourage all  
students to go  
beyond high school.  
Education is  
essential. Learning is  
a life-long journey.  
Our focus today will  
be on Colleges and  
Universities.

# The COVID Crisis Impact



# What type of college or university to choose?

Public Institution examples like....



University of  
Tennessee

University of  
Memphis

Penn State  
University



# What type of college or university to choose?

Private Institution examples like...



VANDERBILT  
UNIVERSITY

Vanderbilt  
University

Christian Brothers  
University

Harvard University



# Get to know the school you are applying to!

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Research the school. Visit the school's website.

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What size school are you looking for small, medium, or larger?

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Make sure it has the academic areas that you are interested in.

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The financial costs of attending the school. What can you really afford?

# Get to know the school you are applying to!



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How far do you want to go away from home? Close or far away?

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Request information from the schools (view books, academics info, etc.)

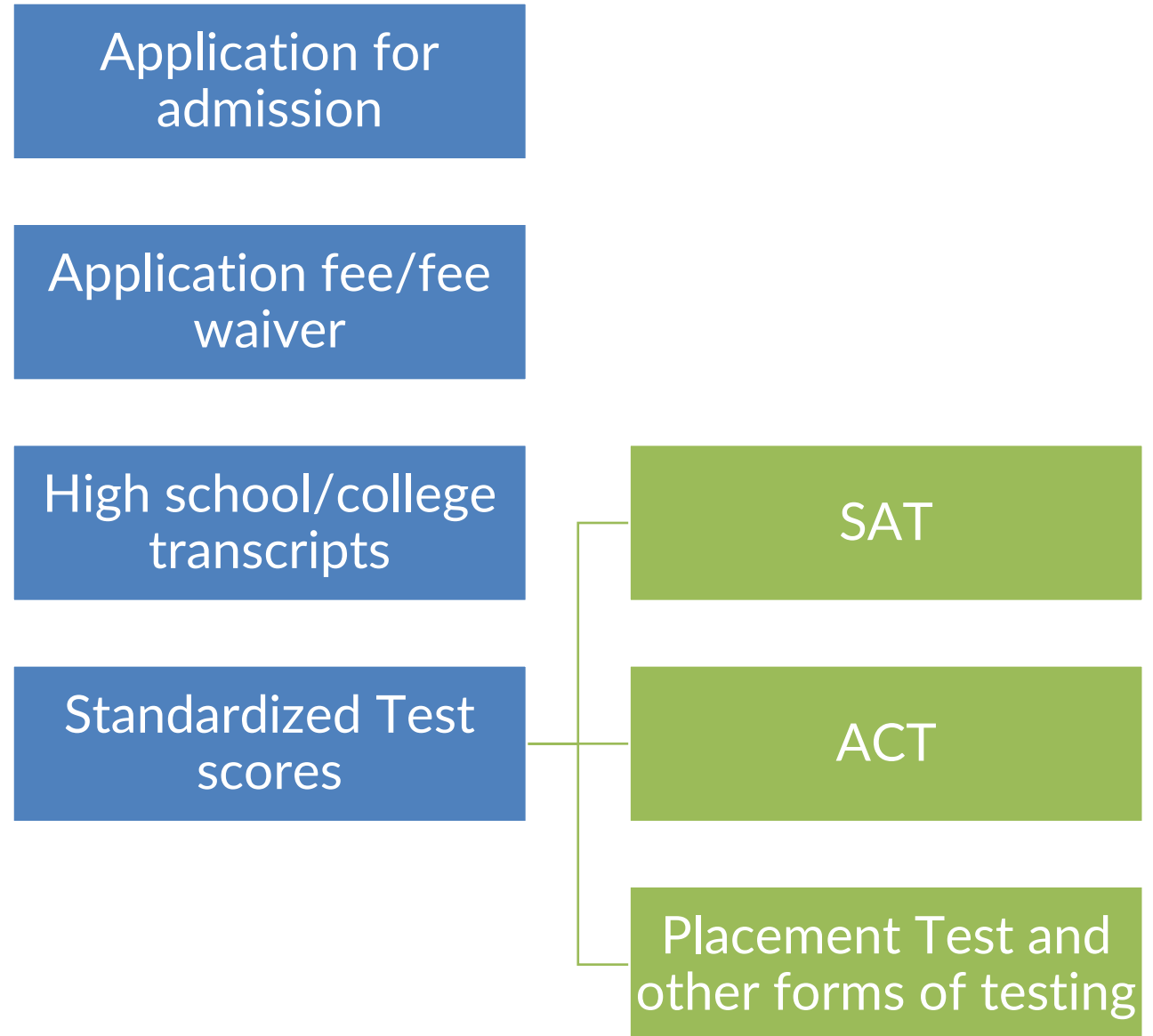
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Plan a visit with special programs like Open Houses, Overnight programs, Daily visits, Academic Interest programs.

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**Know your admissions team or an admissions counselor.**

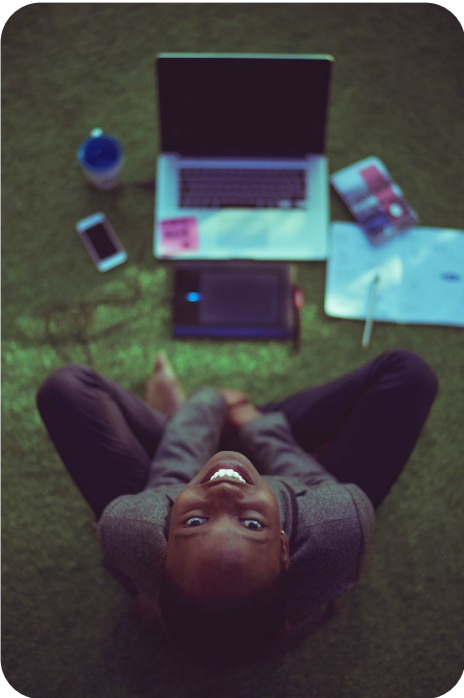
# What do colleges require for admission?



# What do colleges require for admission?

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Additional  
Information



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Essays or Personal Statements

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Portfolios

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References or Recommendations

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Activities

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Auditions

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Interviews, etc.

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# Why do colleges have admissions standards?



More  
applications  
than spaces  
creates  
competition

PSU is listed as one of the  
top universities in  
receiving SAT scores  
among colleges in the U.S.

PSU and other large  
universities receives over  
50,000 applications yearly.  
Over 100,00 this year

# Why do colleges have admissions standards?

Universities want students who will graduate; Student success creates:

a better  
educational  
reputation

better funding  
opportunities

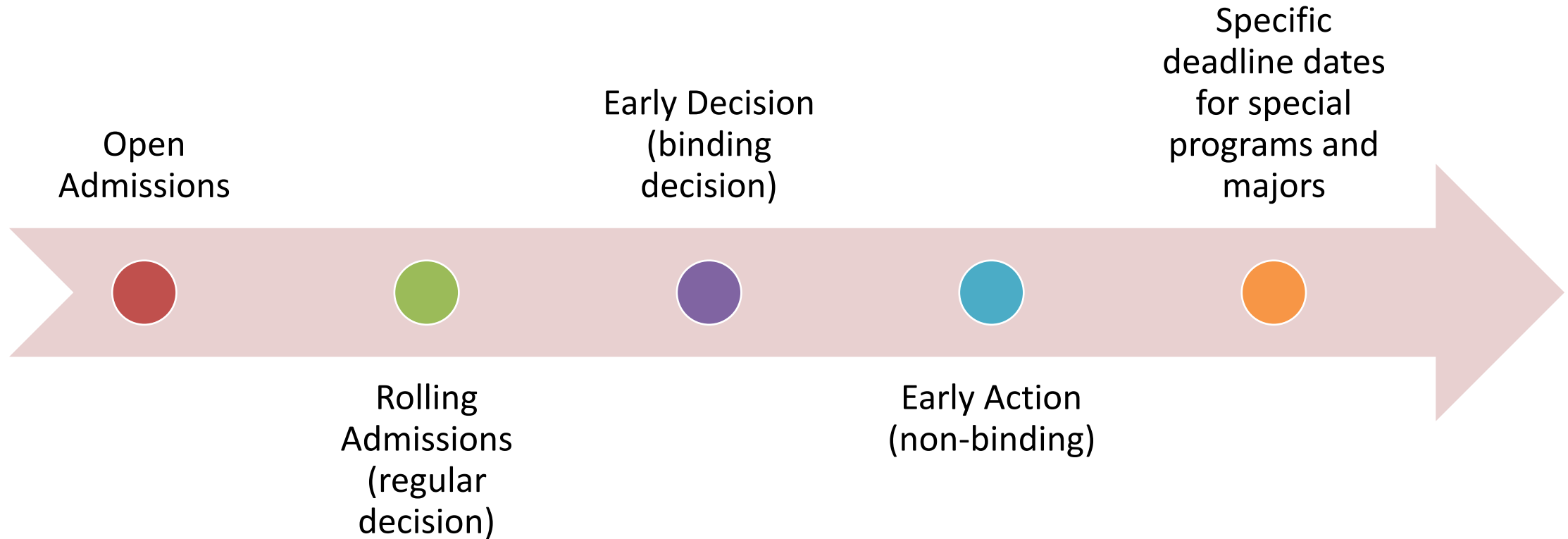
more universal  
success  
globally

# Why do colleges have admissions standards?






# How do colleges communicate admissions decisions?




# Understanding the Application Process



# MyPENN STATE

Undergraduate Admissions

[Top 10 Questions](#)





Penn State University Park

### MyPennState Profile

Welcome Kimberly!

Not Kimberly? [Logout](#)

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### Application Status

It appears that you have begun your application for admission, but it has not been submitted. Please [click here](#) to complete your application to Penn State.

### Visits and Events

A campus visit is a great way to determine which campus is the right fit for you. Please [click here](#) to schedule a visit or confirm an already scheduled visit.

## THE COMMON APPLICATION

B.S.W./HBG

### Application for Undergraduate Admission to Shippensburg University

Office of Admissions, Shippensburg, PA 17257 An online application is available at <http://www.ship.edu/admissions/apply>.

Please print or type. Read instructions before completing application. Submit with \$45 fee by check made payable to Shippensburg University. The shaded items are optional for admission at the time of application. This information is required prior to enrollment.

- LAST NAME FIRST NAME MIDDLE NAME  
Have you attended Shippensburg University or elsewhere under another name? ☐ Yes ☐ No NAME
- STREET ADDRESS OR BOX NUMBER  
CITY STATE ZIP+4 COUNTY NAME COUNTY CODE (SEE PAGE 4)  
Have you previously attended/applied to Shippensburg University? ☐ Yes ☐ No YEAR
- HOME PHONE NUMBER CELL PHONE NUMBER Permission to text? ☐ Yes ☐ No
- Sex: ☐ MALE ☐ FEMALE 5. Date of Birth: MONTH / DAY / YEAR 6. SOCIAL SECURITY NUMBER
- Veteran ☐ Yes ☐ No  
a. Are you active military? ☐ Yes ☐ No d. Are you retired military? ☐ Yes ☐ No  
b. Do you participate in the Reserves? ☐ Yes ☐ No e. Do you receive military benefits from a parent/spouse? ☐ Yes ☐ No  
c. Are you inactive or disabled from military service? ☐ Yes ☐ No
- Country of Citizenship ☐ U.S. citizen ☐ Resident Alien (send copy of I-551) Country of origin  
☐ Other (Explain)
- Please provide information about your ethnic or racial background. We use this information solely to report data to the U.S. Department of Education, Office of Civil Rights, and to help us determine whether the university is being successful in its efforts to assure equal opportunity to all persons. This information is not used in an admission decision.  
What is your ethnicity?  
☐ Hispanic or Latino ☐ Not Hispanic or Latino  
What is your race? Mark one or more races to indicate what you consider yourself to be.  
☐ White ☐ Asian ☐ Native Hawaiian or Other Pacific Islander  
☐ Black or African American ☐ American Indian or Alaska Native
- E-MAIL ADDRESS
- NAME OF PERSON TO NOTIFY IN CASE OF EMERGENCY  
TELEPHONE FOR PERSON NAMED IN THE QUESTION ABOVE If not parent, is this person your guardian? ☐ Yes ☐ No
- When do you plan to enroll? ☐ Fall ☐ Spring YEAR Is Shippensburg University your first choice? ☐ Yes ☐ No
- Are you a ☐ Freshman ☐ Transfer student ☐ Applying for a second bachelor's degree?
- Have you lived in Pennsylvania for more than 1 year? ☐ Yes ☐ No
- Residency: ☐ Live on campus ☐ Commute from home of Parent, Guardian, or Spouse
- Curriculum/Program of Study to which entrance is sought.

**SOCIAL WORK (B.S.W.)**  
MAJOR AND DEGREE

- a. Has either of your parents attended a college or university? ☐ Yes ☐ No  
b. Has either of your parents graduated from a four-year college or university? ☐ Yes ☐ No  
c. Has either of your parents graduated from Shippensburg University? ☐ Yes ☐ No

Please continue with questions on page 2

# Apply to the schools of your choice



You can apply on line which is today's most popular choice. You can visit the university websites like the ones listed.

- <https://admissions.psu.edu/apply/>
- <http://www.ship.edu/admissions/apply/>



Create an account and usually navigation is easy.



# Apply to the schools of your choice

- Still available for “Old School” reps like me.
- Some specialty programs like Honors colleges require you to fill one out.

Paper  
Applications

# Apply to the schools of your choice

The Common Application allows you to apply to multiple colleges without having to jump around to different websites.

<https://www.commonapp.org/>

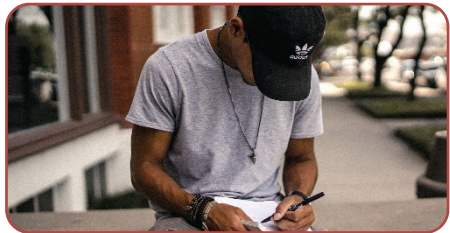
# The Common Application



Accepted by over 800 colleges and universities and opens August 1.

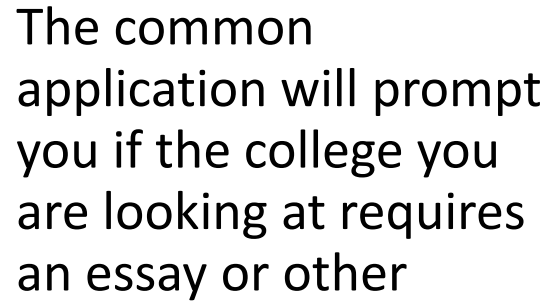


It helps and streamlines the college admissions process

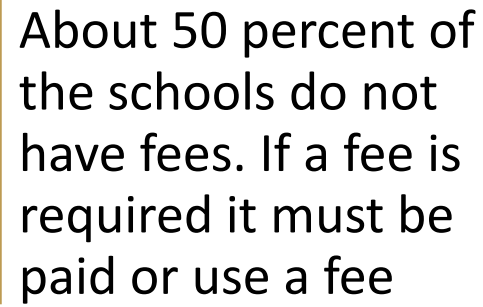


Saves the student time without having to fill out multiple applications and visit many sites.

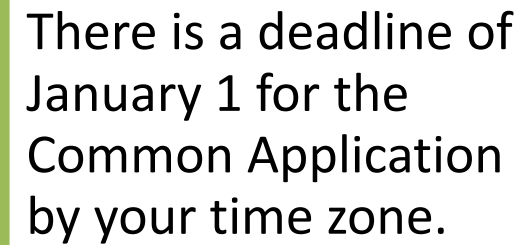
# The Common Application



The common application will prompt you if the college you are looking at requires an essay or other information for review.

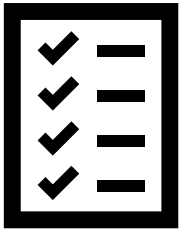


About 50 percent of the schools do not have fees. If a fee is required it must be paid or use a fee waiver if eligible.



There is a deadline of January 1 for the Common Application by your time zone.

# How is an admissions decision made?



Quantitative  
formula



- Grades (College Prep, General)
- Test scores like ACT & SAT
- Honors courses
- Advance level courses AP & IB
- College/University Courses
- Class Rank unweighted & weighted
- Other factors??

# How is an admissions decision made?



Qualitative  
factors

- Essay (personal/suggested topics)
- Personal statements
- Interviews
- Recommendations
- Student Activities like clubs and athletics
- Achievements like National Honors Society
- Auditions & Career Shadowing hours

# When do you apply to a college?



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Before December 1 is highly recommended

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It gives you the best chance of getting into the school and location of your choice and major of choice.

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Some programs fill up faster than others which can change admissions standards for those programs.

# When do you apply to a college?



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Early consideration for some scholarships.

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In many situations you can submit additional information later (don't wait too long)

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**Generally you have until May 1st to commit to the school of your choice.**

# Review process: The Transcript & GPA

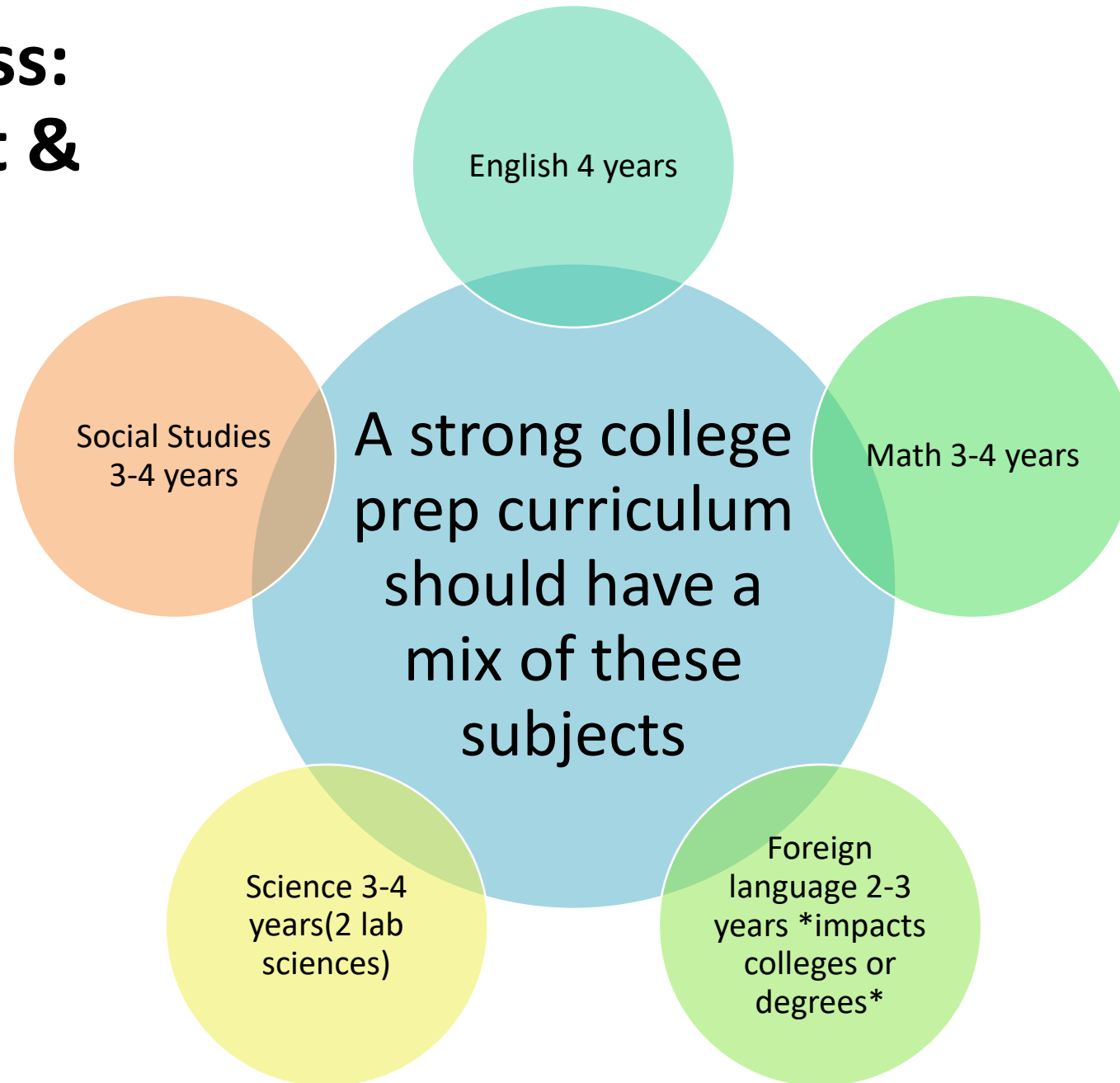


The first thing colleges look at is the high school record. This will show a lot about where a student is academically and how they are challenging themselves.



The GPA & transcript is the biggest factor in most admissions decisions.

# Review process: The Transcript & GPA



## Weighted and Advance level coursework

These courses will weight your GPA at many of the high schools and even assist the student in obtaining admissions to colleges.

# Weighted and Advance level coursework

## Honors courses

- AP courses (can count as college credits)
- IB courses (can count as college credits)
- Early to College programs with partnering schools
- Supplemental college courses in general

# New Trends: Self-Reported Academic Record (SRAR)



Some universities and colleges, particularly larger schools, seek self-reported transcripts so that decisions can be made more efficiently.

The college might use these SRAR to see which applicants are eligible for programs sooner than waiting for the official transcript

# New Trends: Self-Reported Academic Record (SRAR)



## Some tips for the student to remember

- Report and enter grades & scores accurately as they appear
- Enter all final grades from 9 through 11. Include your current schedule as well
- Do not apply weight, average, or convert your grades to another format
- Enter the exact name of the course
- Use an actual transcript to assist you and still submit an official transcript

# Review process: The Tests



Most colleges and universities are still using tests as a big part of the admissions decision process.



This factor can count as much as 50% of the evaluation process.



Begin the process and practice early by taking the PSAT in 10<sup>th</sup> and 11<sup>th</sup> grade.



# Review process: The Tests

The SAT and ACT tests are used the most in the reviewing of college applications.

- Schools may super score your test if you have taken the same test multiple times. It is generally recommended you take them at least twice. Once in your junior year and again during your senior year.
- If you do take the test more than once make sure the test dates are months apart (minimum of 2-3) to allow you gather additional knowledge to increase your scores.
- Both the SAT and ACT are accepted by all institutions

# Review Process: The Tests... Which one?

## ACT Test

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Science Section

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Use of calculator for all math

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Tests you more of what you know about the subject

---

More of a focus on grammar and punctuation.

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## SAT Test

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No Science section

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A math subsection no calculator

---

Measures a students reasoning and critical thinking

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More of an emphasis on vocabulary

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# Review Process: The Tests...Which one?

Many students will show a stronger score in one over the other

If in doubt...Take  
Both!



# Review Process: The Tests...Coming soon?????



SAT Scores Math  
and Reading  
primarily used

The New  
possible section  
Adversity

# Review process: The Tests



## Placement test

- The placement test allows universities to see where a student is currently at academically and collaborates their high school transcripts and current experiences with the decision making.

# Review process: The Tests



## Placement test

Used with most students who have never taken the SAT/ACT while in high school. Those students include many non-traditional populations like...

Military personnel

Recent high school  
graduates of 2+ years

Returning adults of all  
ages

# Review Process: The Tests

A dark teal arrow pointing to the right, containing the text 'TOEFL Test' in white. The arrow is positioned on the left side of the slide, pointing towards a light blue rounded rectangle on the right.

## TOEFL Test

- Used primarily with international students and students here in the U.S. where the primary home language is not English. Accepted by most colleges.

# Review Process: The Tests



**Test-optional**

Tailor made for students who have done well academically but struggle on tests for a variety of reasons (learning disability, English is second language, learning style, schools that de-emphasize testing)

Many colleges are being added to this list each year. The admissions team look more closely at everything you submit and your achievements.

# Review Process: The Tests

## Test- optional

- Some of the test optional schools become **test-flexible** and request additional information like
  - AP/IB exam results
  - Extra essays or additional letters of recommendations
  - Written/artistic/scientific/ portfolios
  - Even sit down for single-subject test

# Review Process: The Tests



Determining the right test for your students is important. Many universities are exploring alternative forms of testing.



With so many different types of college entrance exams, it can be difficult to keep track on how they are scored, measured, and formatted.



Familiarize yourself with them and know your admissions friends and this will help you feel more comfortable.



Remember the tests do not define who your students are.



# Review Process: The Qualitative Factors



So many factors are required at many colleges and optional at others. Look at what the school is requesting from you to gain admissions. If you need it, then submit it on time. You can also submit it to other colleges who don't require it.



“Optional” then it is an “Opportunity” for you.

# Review Process: The Qualitative Factors



# Review Process: The Qualitative Factors

## Essays

Just keep it simple and always answer the question.

Share something new that they don't already know. What makes you special?

Ask people who know you to produce a few compelling questions/topics about you.



## Personal statements

Surmounting adversity are hard to pull off but if true then share it.

# Review Process: The Qualitative Factors

With recommendations let your teachers, counselors, or any references know well in advance before actual due dates.



Bring the appropriate forms to the individuals.



Meet and greet the individuals who will be doing this for you, so it becomes more of a personal recommendation or reference.

# Review Process: The Qualitative Factors



Submit everything that you feel may benefit your admissions to your Dream school. Many schools want to know what do you do outside of the academic environment. If you are an athlete, if you work part-time, if you volunteer at the animal shelter...let them know.

# Review Process: The Qualitative Factors

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## The Interviews

Try to get a good night sleep.

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If you eat, have a light meal

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Make an impression and “dress up”

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Bring a note pad and make notes if you can.

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Bring materials or portfolio

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Prepare your own questions

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Be knowledgeable about the school

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Try to be calm...if you can 😊

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# Review process: The Decisions

**This is the  
toughest  
part...the  
wait!**

- Most colleges try to give you a decision as quickly as possible.
- College admissions reps are traveling and reviewing files in the fall continuously.
- Be patient. If it seems to long give them a call and they will tell you what is going on.
- Believe me when I say we want you at our school as well.

# Review Process: The Decisions

Establish and become familiar with your **student portal** as many schools will communicate with you primarily through the portal. Importation information is shared like...

- Admissions decisions
- Financial aid award letters
- Missing information
- Confirmation Instructions
- Scholarship notifications
- Student orientation dates
- Housing related information

# Review Process: The Decisions



**Congratulations the student is admitted!**



Admitted but referred to another major or second choice major



The student is placed on hold for additional information

The student is  
placed on hold  
for additional  
information



- Request grades for marking periods
- Recommend new SAT/ACT scores
- Additional information

# Review Process: The Decisions

- Recommended to a Summer Bridge/ACT 101 program
- Files can be reviewed again with newer updated info
- Student is denied (there still are options to get to your final destination)



# Final Questions?

I am...because we  
are.

We are...because I  
am.

Who are we?

TRIO/Upward  
Bound!



# Contact Information



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Enrollment  
Management

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